

7 THINGS

YOUR BUSINESS SHOULD INCLUDE IN AN EMPLOYMENT POLICIES AND PROCEDURES HANDBOOK



PURPLE FOX LEGAL



HELLO AND WELCOME,

Employee handbooks are often an afterthought for business owners. Sometimes, they can seem like you're stating the obvious to your employees by telling them what they can and can't do.


However, having a comprehensive employee policies and procedures handbook can help protect your company against litigation and tighten any potential loopholes that may put your business at risk.

The handbook sets the standards for what you expect from every employee within your organization.

Having weak, unclear, or nonexistent company policies can cause havoc for your company. Without these standards, your employees may begin to interpret their own rules, dictate their own policies, and fail to comply with standard procedures and practices.

Preventing this chaos begins by evaluating what systems and procedures you currently have in writing, including those relating to employment. You may have to create an employment policies and procedures handbook from scratch, working to integrate all the information expected of a professional and progressive handbook.

Within this guide, we'll cover some of the information you should include in your company handbook, no matter what industry you're in.



WHAT IS AN EMPLOYEE HANDBOOK?

An employee handbook is a document (or series of videos) every company has (or should have). It is something that should be presented to new staff members on their first day. The content should cover everything a new hire needs to know about the company, their job, and the company's expectations.

Generally, this document will equip every employee with the insights they need to be successful within the company and leave no questions left unanswered. After reading it, they should know what is expected of them regarding company policies like dress codes, vacations, breaks, benefits, etc.

EMPLOYEE HANDBOOK MUST-HAVES

While there is a lot of standard information you should include in your company handbook, there will be some sections you need to tailor to your company's specific rules, standards, and compliance measures.

Nonetheless, your employee handbook include most of the following aspects.



STANDARD TIME POLICIES

This includes information on vacation days, breaks, holidays, sick days as well as family and medical leave.

This section will also include information on standard work hours, for example, a 40-hour work week, breaking it down into how many hours an employee is expected to complete each day.

By integrating specific information, you are removing the risk of employees interpreting their work hours independently, which makes this section a vital part of every employee handbook.



PAYROLL

It's vital to outline the deductions that each employee should expect in their paycheck. This will remove the risk of conflict or disputes later.

Furthermore, the payroll section of your handbook should outline the day or date that an employee should expect to get paid each month and company policies concerning things such as:

- Final paychecks
- Overtime
- PTO procedures
- Unused PTO
- Travel expenses



PROBATIONARY INFORMATION

If your company implements a probationary period for new employees, this needs to be outlined in your handbook to avoid any worries of unfair dismissals.

This section should have a clear timeline as well as information on the formal meetings an employee should expect throughout their trial phase. There should be no room for misinterpretation within this section of a handbook.



COMPENSATION AND BENEFITS

This is a helpful section to include as it shows that the handbook isn't just about negatives; it's about highlighting the positives too. For example, even though you may have spoken to your employees about the benefits of their role, they may not retain all information mentioned during the interview phase.

Clearly outlining the compensation and benefits within the handbook will ensure that an employee won't miss out on a standard benefit simply because they didn't know they were entitled to it. However, be careful not to overpromise - include vital information only.



NONDISCRIMINATION POLICY

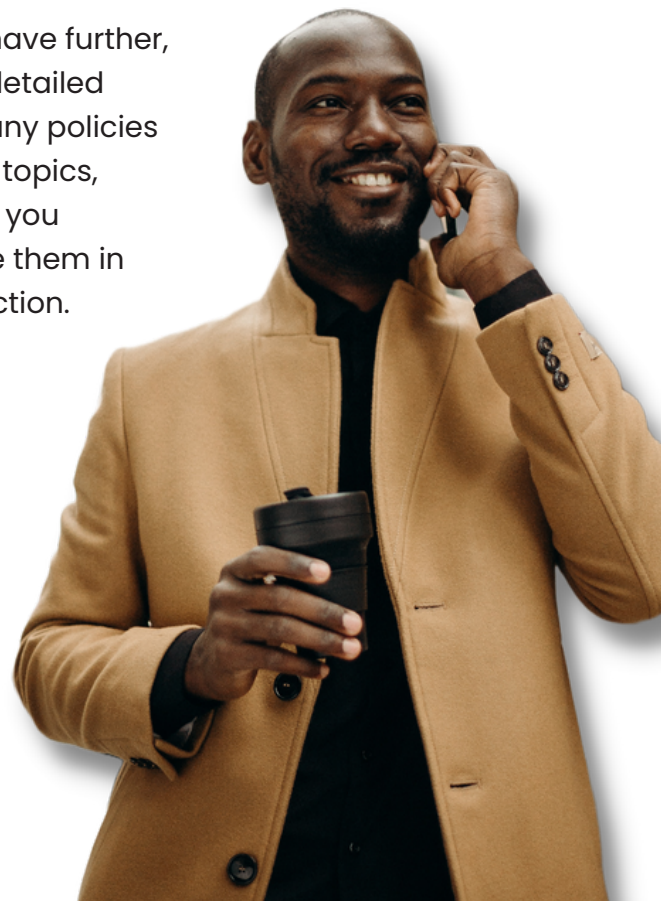
This is essential for all modern employee handbooks as it shows your organization will not tolerate or accept any discrimination or harassment in any way, shape, or form.

It will also highlight how it is an offense worthy of disciplinary action.

Your nondiscrimination policy should include information on:

- Age
- Gender
- Sexuality
- Race/ethnicity
- Religion
- Pregnancy
- Disability

If you have further, more detailed company policies on this topics, ensure you include them in this section.





REMOTE, HYBRID, AND ON-SITE WORK

Since the pandemic, remote and hybrid working schedules have become commonplace. Most, new employees expect this within their employment agreements. That is why you must have a precise procedure to clarify when remote/hybrid work is possible and when it is not.

Furthermore, it's helpful to have a COVID-19 policy that outlines if you have a vaccination, testing, or sick pay policy concerning this illness.



COMMUNICATION AND SOCIAL MEDIA

If you provide your staff with any technology (i.e., smartphone, tablet, laptop), you must have a communication policy outlined in your handbook.

This will give an overview of how staff can use their devices for communication and if such things as social media and personal use are banned while using company property.

Furthermore, it would be best if you had a policy in place about using social media in general in the workplace, whether that's about limiting use on the desk or a ban on posting images from within the offices.



Here are some further policies and procedures you should consider including your handbook.

- Drug and alcohol use
- Employee relationships
- Gift policies
- Complaint procedures
- Data protection
- Client privacy
- Disciplinary procedures
- Benefits roll out



UPDATING YOUR HANDBOOK

Once you have a standard handbook in place, it's vital to keep it updated. Outdated information (especially after new laws are enacted) can harm your company, so assign at least one person to keep the handbook continually up to date.

Occasional reviews will help you ensure that everything within the document is still following company policies and relevant to new hires.

Reviewing the document is especially important before you employ multiple people at one time.

SIGNING THE HANDBOOK

It's common to ask new employees to sign a document acknowledging that they read the employee handbook, they were given a copy, or they have access to it.

Furthermore, requiring employees to sign each page may be helpful should any issues arise later.

Signature



LET'S SUM UP

Your company employee policies and procedures handbook should include all the vital information new staff members should know once you hire them. You should ensure that the document is (or videos are) as detailed as possible so that there is no room for misinterpretations what is in the handbook.

Make sure you allow your staff to ask questions if anything is unclear. Open communication helps keep staff up to date on any changes happening within the company.

Need help creating a legally compliant employee handbook?

Book a **FREE CONSULTATION** on our website today. We will be happy to talk you through the best practices specifically for your company.

BOOK NOW



EVERY ENTREPRENEUR NEEDS TO ASK HERSELF TWO THINGS. FIRST, HOW DOES SHE WANT CUSTOMERS TO FEEL WHEN THEY ENCOUNTER HER BRAND? SECOND, HOW CAN SHE MAKE THAT A REALITY?

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