



Eight (8) Key Elements of an Employee Handbook

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Short Description of the Presentation:

An employee handbook is a critical document for companies of any size. The objective is to create uniformity within the work environment, through a written document. This presentation will cover the eight basic elements of an employee handbook.

The Risks of Having, Or Not Having, A Handbook

Signing Off On The Handbook, And Why

What Can, And Cannot, Be Put In A Handbook

How Often To Update

Key Elements Of Developing An Employee Handbook

- Introduction
- Communicating expectations
- What to expect from upper management
- Communicating “key” company policies
- Showcase company benefits
- Ensuring compliance with State and Federal Mandates
- Process for handling employee issues
- Where to go to get helpful information (employee/employer)

Length of Manual