

Employee Handbook Addendum Template

Michelle Devon

How to Develop an Employee Handbook Joseph W. R. Lawson, 2006-10-22 One of a company's most important communication tools is the employee handbook. But creating or revising one can be an overwhelming job. It must be legally sound, up-to-date, clearly written, and comprehensive. This ready-to-use guidebook, now in its second edition, practically writes the handbook by itself! Human resources professionals will appreciate its: * checklists that guide them every step of the way (and make sure all bases are covered) * step-by-step instructions that make information easy to understand (and help avoid mistakes) * more than 400 sample policy statements, all in use by actual companies and ready to go as-is or to revise as needed * plain-English explanations of federal and state regulations, with practical suggestions for implementation.

Complete Employee Handbook Michael A. Holzschu, 2007-08-20 This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day. It guides employers in the development of a cohesive personnel program that is tailored to meet their companies' unique needs and goals. The author explicates potentially confusing matters such as employment-at-will, equal opportunity, sexual harassment, the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight. Stressing the importance of consistency and documentation, he addresses the full range of personnel issues. An invaluable resource for any business that doesn't have a personnel expert on staff. CD contains sample employee handbooks, federal regulations and laws, forms for complying with government programs and worksheets for assessing personnel needs and goals.

Pointers on Preparing an Employee Handbook Frank M. Cruger, 1977

The Employee Handbook Richard T. Egbert, 1991

Design Your Own Effective Employee Handbook Michelle Devon, 2007 This title contains a book and CD-ROM. If you have employees, you need employment policies in writing distributed to every employee. The U.S. Supreme Court has ruled that businesses can protect themselves against damages and liability against employee lawsuits by providing clear, written policies covering the rights and responsibilities of their employees. Our Employee Handbook Template is the ideal solution to produce your own handbook in less than an hour. The companion CD-ROM in MS Word contains the template, which you can easily edit for our own purposes; just fill in the blank. The book discusses various options you may have in developing the policies. Our employee handbook has been edited and approved by lawyers specialising in employment law. Developing your

own handbook now couldn't be easier or less expensive!

Create Your Employee Handbook Fast and Professionally Paul M. Connolly, 1989

Create Your Own Employee Handbook Sachi Clements, 2023-12-26 Avoid legal problems and run a productive workplace with an up-to-date employee handbook! Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime, medical leave, and social media. **Create Your Own Employee Handbook** provides everything business owners, managers, and HR professionals need to create (or update) a legal and plain-English employee handbook. You'll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company's policies on: wages, hours, and tip pools remote work at-will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs, including medical/legal marijuana workplace privacy, and email and social media. This new edition will address how to draft an employee handbook in an environment where employees might be permanently remote or working a hybrid remote schedule. With Downloadable forms: All policies and forms--along with modifications and alternative language you can tailor to your workplace--are available for download details inside.

Employee Handbook United States. Bureau of the Census, 1949

Drafting an Employee Handbook Mona Mehta Stone, 2011 Drafting an Employee Handbook is a user-friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes. Most businesses adopt a reactive approach to addressing employment policies, only worrying about them after an issue arises or someone complains. However, a well-written handbook can be a forceful shield against potential grievances and costly litigation. Moreover, it can improve employee morale, increase productivity, and forestall complaints. Drafting an Employee Handbook is a must-have for human resources professionals, in-house legal counsel, compliance officers, supervisors, or any employer who wants to learn how to create better business practices, minimize workplace disruption, and improve employer/employee relations. Written by an experienced labor and employment attorney, this easy-to-follow guide explains the advantages of having an employee handbook and the risks of not having one. You will learn how to draft new policies, update existing ones, and watch for legal compliance. Complete with sample policies and forms, this book will instruct you on how to create and enforce an employee handbook that fits your needs.

Create Your Own Employee Handbook Lisa Guerin, Amy Delpo, 2021-05-14 Avoid legal problems and run a productive workplace with an up-to-date employee handbook! Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime, medical leave, and social media. **Create Your Own Employee Handbook** provides everything business owners, managers, and HR professionals need to create (or update) a legal and plain-English employee handbook. Find the latest legal information, practical suggestions, and best practices on: wages, hours, and tip

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Create Your Employee Handbook--fast and Professionally Joan Harris,1986

Create Your Own Employee Handbook Amy DelPo,Lisa Guerin,2003 Provides human resource professionals and business owners guidance in creating an employee handbook, covering such topics as hiring, payroll, benefits, performance evaluations, and privacy in the workplace.

The Employee Handbook ,1990

Employee Handbook United States. Western Area Power Administration,1985

Employee Handbook Kimball Hopson,2015-05-18 Employers use the policies in an employee handbook to protect themselves from lawsuits, such as harassment claims, wrongful termination claims, and discrimination claims. Employee handbooks generally contain a code of conduct for employees that set guidelines around appropriate behavior for the individual workplace.

Employee Handbook and Personnel Policies Manual Richard J. Simmons,2021 Designed for employers throughout the country. It is a unique publication covering the full range of policies included in employee handbooks and also a one-stop reference manual for personnel policies with guidance on how to draft policies and avoid common pitfalls. It offers a non-technical review of the laws and regulations applicable to employee handbooks and personnel policies. It includes hundreds of sample policies It is an essential reference tool for every HR representative, payroll executive, labor relations consultant, payroll manager, and EEO coordinator. -- from the publisher.

How to Develop an Employee Handbook Joseph W. R. Lawson,1991 Includes instructions, explanations of federal and state regulations, and sample policy statements for writing employee handbooks

The Complete Hiring and Firing Handbook Charles H. Fleischer,2005 Annotation A concise guide for anyone making hiring and firing decisions.

Guide for Employee Handbook Policies ,2005

An Employer's Guide to Employee Handbooks in Minnesota Pamela M. Harris,2003

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