

# Employee Handbooks 101

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**Does your organization  
need a handbook?**



# Does your organization need a handbook?

## ■ Pros:

- Communication
- Expectations
- Procedures
- Risk management

## ■ Cons:

- Inconsistent application
- Boilerplate policies



# Boilerplate language

- Often standard, “plug-and-play” type language
- Saves time (and therefore money)
- May not reflect your organization’s way of doing things
- May be difficult to understand – “legalese”



**My company is small. Do we still  
need a handbook?**

**Probably**



# Things to consider

- Corporate culture
- Realistic policies
- How things are
- How things should be
- Style, tone, word choice



# Old v. New

- How long has it been?
- Any major changes?
  - Ownership
  - Management structure
  - Benefits



# Necessary Policies

- At-will employment
- Reservation of right to modify
- Anti-discrimination and harassment
- Overtime
- Leave
- Social media
- Benefits
- Discipline





# Questions?

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