Employee Handbooks and Policies in the 21st Century

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Does your organization need a handbook?
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- Pros:
  - Communication
  - Expectations
  - Procedures
  - Risk management

- Cons:
  - Boilerplate policies
  - Inconsistent application
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?
Necessary Policies

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