Sheetz Employee Handbook

Pointers on Preparing an Employee HandbookPreparing an Employee HandbookEmployee Handbook and Personnel Policies ManualThe Complete Employee HandbookCreate Your Own Employee HandbookPreparing an Employee HandbookThe Employee HandbookDrafting an Employee HandbookHow to Prepare and Write Your Employee HandbookCreating a Staff HandbookEmployee Handbook KitThe Employee Handbook KitHow to Develop an Employee HandbookThe Small-Business Guide to Creating Your Employee HandbookCreate Your Own Employee HandbookCreate Your Own Employee HandbookCreate Your Own Employee HandbookCreate Your Own Employee HandbookCreate Your Own Employee HandbookThe Complete Employee Handbook Made Easy Frank M. Cruger Winifred Marks Richard J. Simmons Lsom Sachi Clements Institute of Personnel Management Mona Mehta Stone Edward M. Anson Clare Hogg Roger B. Jacobs Roger B. Jacobs Joseph W. R. Lawson Kimberley King Lisa Guerin Lisa Guerin Lisa Guerin NOLO Lisa Guerin Jim Collison

uk personnel management guide for the preparation of a workers induction manual of general information concerning working conditions staff regulations work rules etc includes diagrams and illustrations

designed for all employers throughout the country a non technical guide to laws and regulations applicable to handbooks and personnel policies from publisher s website

the employee handbook is not only an essential tool of communication to the company s employees on their terms and conditions of employment but also serves as a means of communicating the company s rules and regulations which are usually not spelt out in the collective agreements the basic employee handbook generally covers employees who are not embraced by the union s constitution but the modern approach is to include the executive

management terms in a separate section thus the executives management personnel will have all the terms and conditions of all employees but the non exempt employees will only have access to their own terms and conditions the section on communications is shared by all employees further the employee handbook can serve as a contract of employment when a new employee is hired in circumstances where the offer letter states your terms and conditions of employment are covered in the enclosed employee handbook the employer no longer has to write a lengthy offer letter detailing all the terms and conditions in his attempt to cover all aspects of the employee s terms of employment as well as the applicable benefits with the employee handbook he can write a brief letter of offer specifying the basic salary and major benefits e g car overseas trips perk annually and so forth and the termination notice he can conclude by stating all other terms and benefits are as presented in the employee handbook many employers feel that in a unionized environment there is no need for the employee handbook because the terms of employment are covered in the collective agreement the reasons why you should still have an employee handbook have been covered above but where you have a collective agreement you should state at the beginning of your handbook after the introduction on the sections of the handbook that where the terms of the collective agreement cover any provision for employees covered by the scope of the agreement in this handbook the cognizant provision of the collective agreement shall supersede this however for all other employees unless specifically excluded in writing in their respective contracts of service the terms conditions and benefits as specified in the handbook shall prevail it is not sufficient to handover the employment handbook to each employee this should be communicated to all employees preferably in a classroom environment and employees must acknowledge receipt of such handbook one final thing the existing benefits which are not usually spelt out in the collective agreement can be included here i hope this employee handbook will facilitate the process of updating your company s handbook in companies where this exists and the development of new employee handbooks in companies and in countries where such handbooks are being developed for the first time this will obviate the need for engaging an experienced human resource consultant to develop such a handbook thereby saving the company several thousand dollars lsom note to make the handbook even more comprehensive you could have a section for executives and management who enjoy perks not extended to the non exempt employees also you could specify the maximum basic salary beyond which the employee is not qualified to receive overtime the section on executive management perks should only be distributed to the personnel concerned perhaps the most important clause is to incorporate the following into the employee handbook changes may need to be incorporated in this handbook relating to your terms and conditions and where these are required these will be communicated to you because these will then form a part of your contract of service important the management should ensure all employees acknowledge receipt of the employee handbook and file the acknowledgement in the respective employee s personal folder

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

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

the staff handbook is the first place in which employees will look for information on the practices and procedures of their workplace but how do you create a staff handbook and how do you make sure that the staff handbook is the definitive source of information that it should be this guide shows how to introduce your handbook including consulting and involving the staff it is intended for and advice on how to distribute it it covers examples from staff handbooks how staff handbooks are used and the benefits to both staff and employers the legal aspects and communication issues what the staff handbook contains and how to produce maintain and revise a staff handbook

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