

Tending the Human Resources

Tips to keep you out of the ditch!

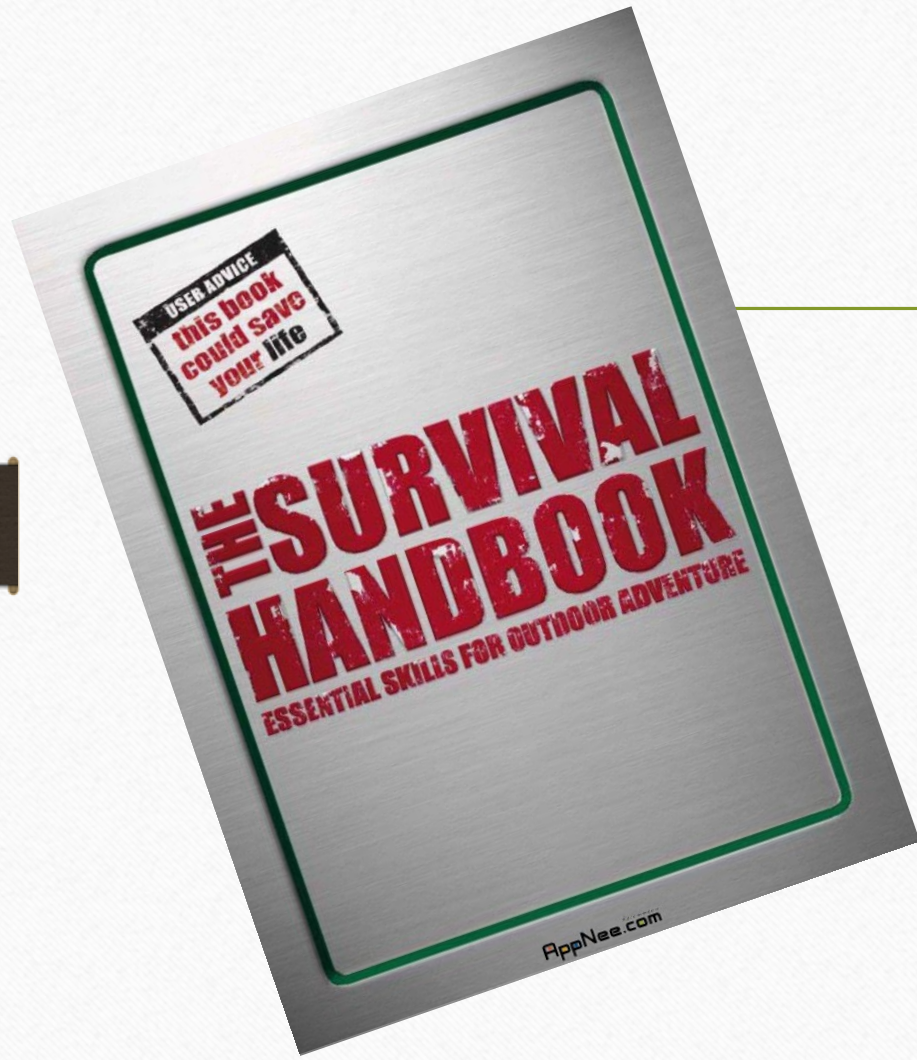


Kahoot!



Kahoot.it





What's the Purpose of A Handbook

If you put it in writing, you must
adhere. If you have any question about
consistently following a written policy
don't put it in writing

Employee Handbooks Purpose?



Minimum

Pay process

Minimal
Workplace Rules



Intermediate

Disciplinary
process



Comprehensive

Policies,
programs,
expectations, etc.

You make your handbook serve your needs

- Payroll issues?
- Workplace rule violations?
- Poor Performance?
- Define how pay is processed and when
- Define each workplace rule and how it should be followed and what the range of repercussion can be if violated
- Define acceptable performance standards and range of consequences if not achieved

What is employment at Will?

Preserving Employment at Will

- State Employment at Will Policy
- Add a disclaimer that the handbook, (code of conduct or any other written policies or documents) does not create an express or implied contract between the company and the employee
- Put it in clear writing, bold, color, front page—anywhere so it can't be missed by a disgruntled employee

Avoiding Unemployment

Paid:

Layoffs

Terminations not related to misconduct or policy violations

Not Paid

- Misconduct
Deliberate or disregard for standards of behavior that have been clearly communicated in writing or orally
- Carelessness, violence, theft,
- A host of other DOCUMENTED performance violations Resignation

How to avoid paying unemployment?

Employee handbook that outlines:

Policies

Attendance

Drug and Alcohol policy

Performance

Disciplinary process

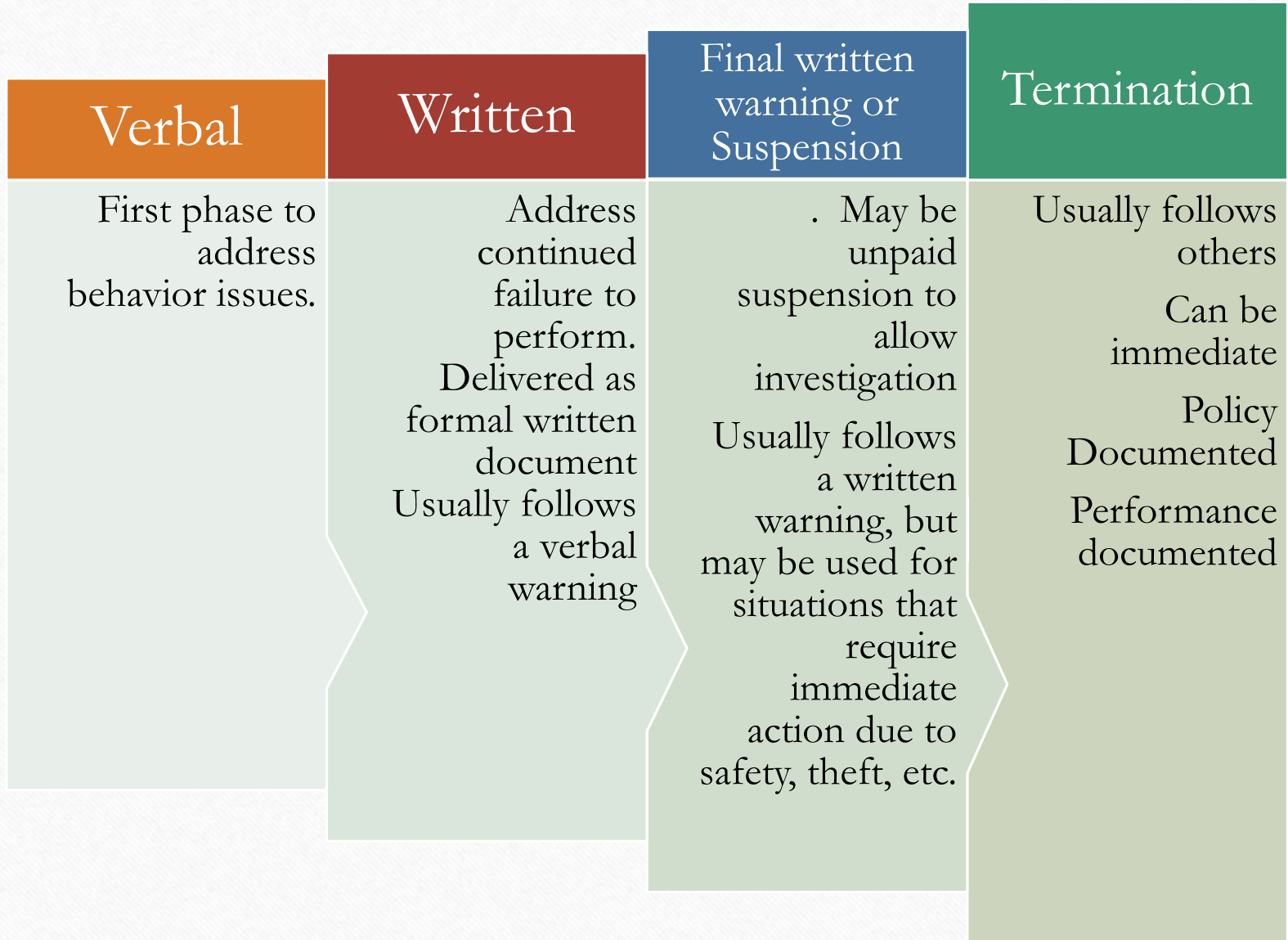
Documentation of misconduct

Be specific

Document the dates

Create a written record of
the violation, warning,
violation, termination





What does the Brown Family
need in their handbook?

