

# Tending the Human Resources

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Tips to keep you out of the ditch!

Handbook anyone?

An illustration showing several hands holding smartphones. Each phone screen displays the Kahoot! app interface, which consists of a 2x2 grid of colored buttons: red with a white triangle, blue with a white square, green with a white circle, and yellow with a white square. The background is a bright orange with a sunburst pattern.

# Kahoot!

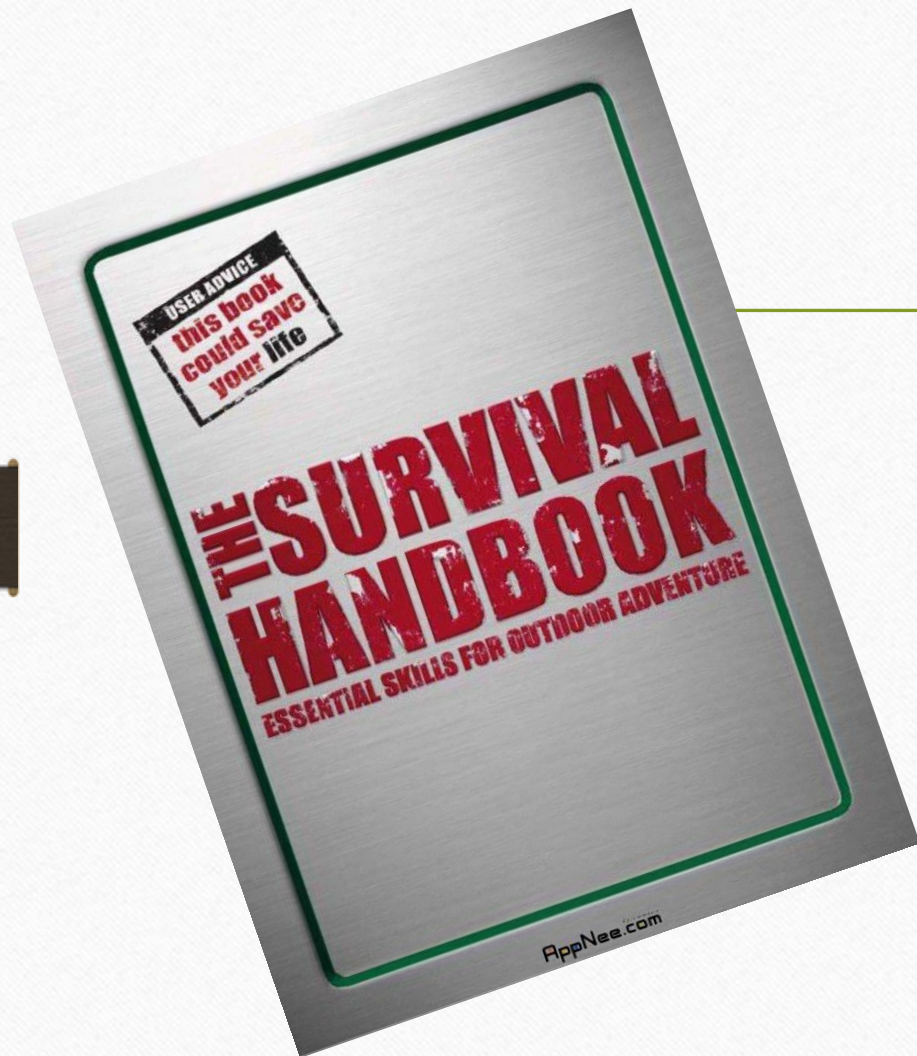
[Kahoot.it](https://kahoot.it)

# Handbooks

## Survey Says.....

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A. We don't have one in writing	31%
B. We have a basic document that has a few key items	15%
C. We have a comprehensive document	8%
D. We have one in the works	23%
E We may need some help in figuring out what we need	23%



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## 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

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# Employee Handbooks Purpose?



## Minimum

Pay process

Minimal

Workplace Rules



## Intermediate

Disciplinary

process



## Comprehensive

Policies,  
programs,  
expectations, etc.

# You make your handbook serve your needs

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- 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?

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# Preserving Employment at Will

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- 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

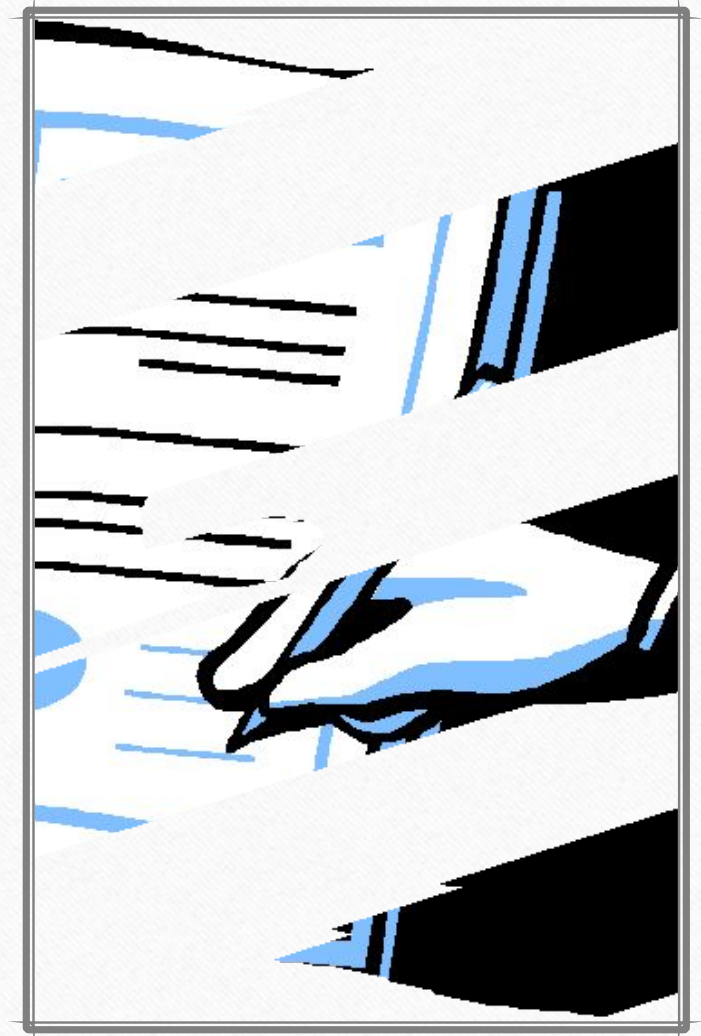
Disciplinary process

## **Documentation of misconduct**

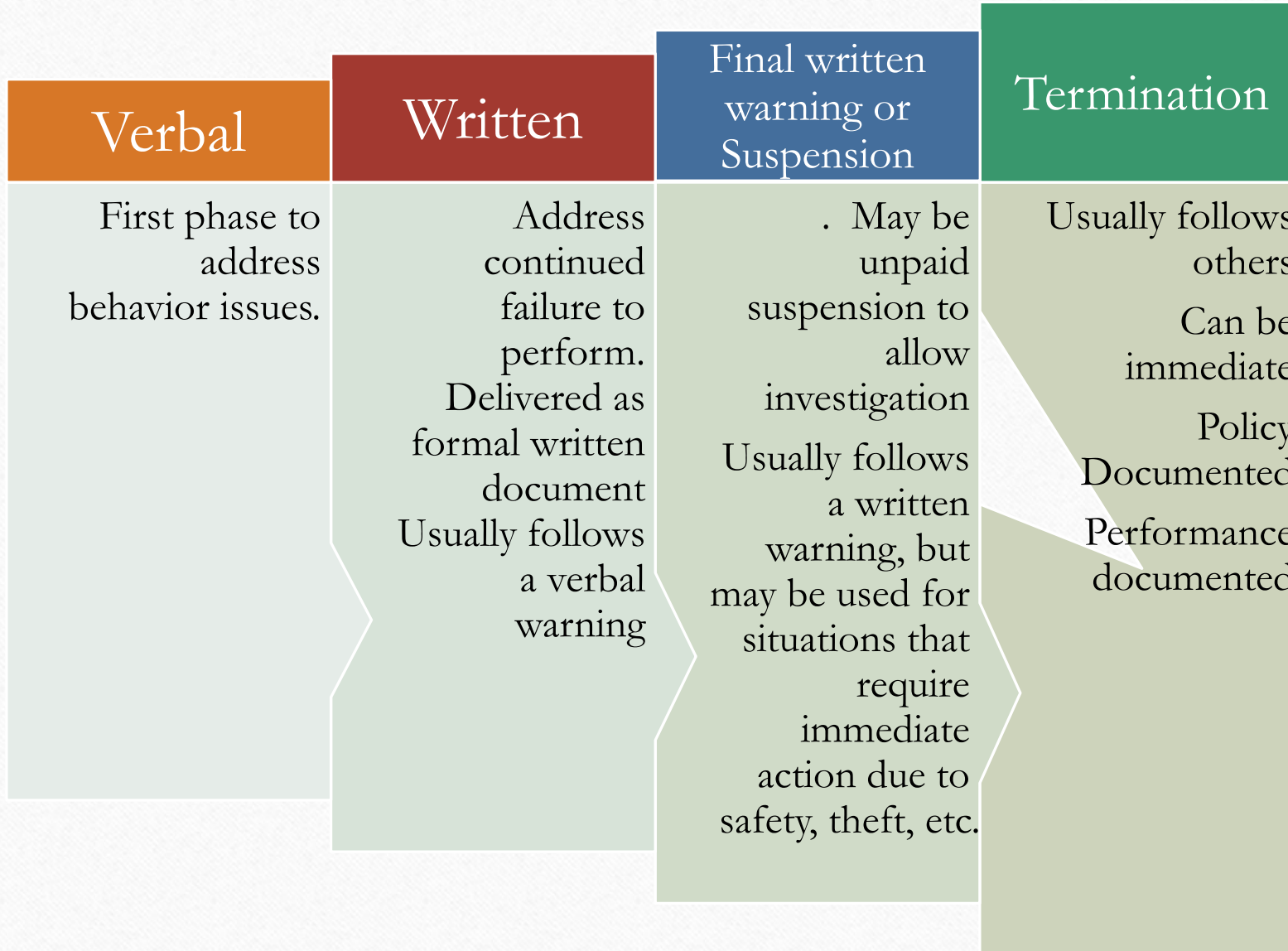
Be specific

Document the dates

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







What does the Brown Family  
need in their handbook?

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