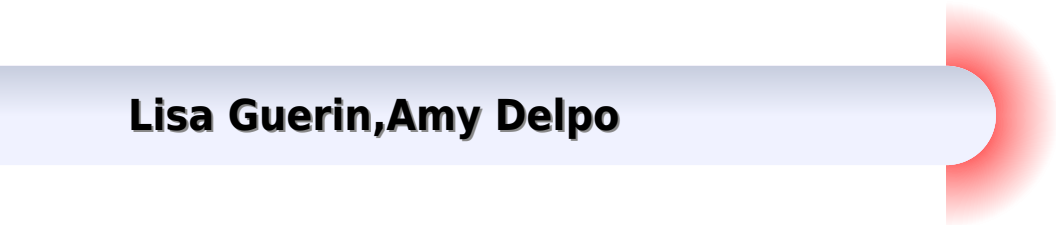


10 Topics to Include in Your **Employee Handbook**

1. Company mission and values
2. Code of conduct
3. Important workplace policies
4. Working hours and PTO
5. Perks and benefits
6. Compensation and promotions
7. Termination and resignation procedures
8. Employee health and wellness benefits
9. Work from home policies
10. Parental leave and accommodations

What Should An Employee Handbook Include

Lisa Guerin, Amy Delpo



What Should An Employee Handbook Include:

The Complete Employee Handbook Lsom,2013-11 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

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