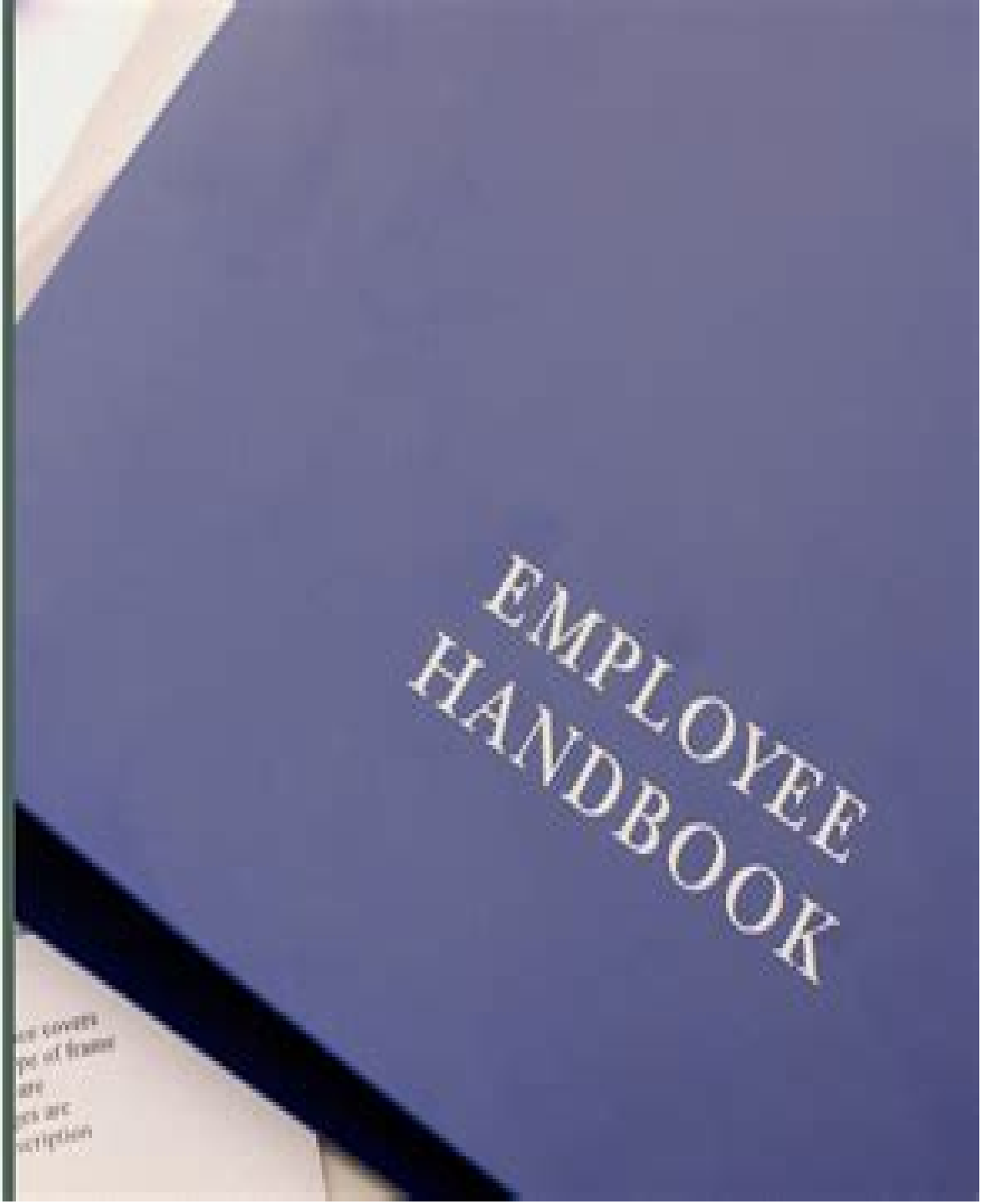
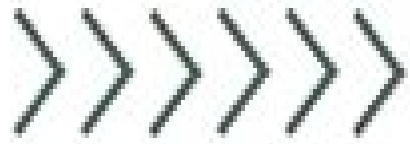


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# Employee Handbook: **What Should You Include**

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# What Should An Employee Handbook Contain

**Juli C. Maxworthy, Juli Maxworthy, Dnp  
Msn MBA**

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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

*Integrating Service-Learning and Consulting in Distance Education* Marie-Line Germain, 2019-07-01 As distance learning continues to grow universities are seeking ways to integrate traditional student community service into online courses Supported by seven years of successful implementation this book presents an award winning service learning model through which online students serve as consultants to organizations nationwide *Create*

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**Employee Discharge and Documentation** Joseph J. Doherty, Mary Moffatt Helms, Gary W. Wright, 2005 Lytle v. Malady, 456 MICH 1 (1997), 1997 102515

**Decisions and Orders of the National Labor Relations Board** National Labor Relations Board, 2017-11-13 Decisions and Orders of the National Labor Relations Board Volume 359 September 28 2012 Through July 16 2013 California. Supreme Court. Records and Briefs California (State)., Court of Appeal Case s B037184

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Fundamentals of Employment Law Kerry E. Notestine,2000

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