

Employment Handbooks: A Must for Small Business Owners

What You Don't Have Can Hurt You

Having an employment handbook protects you & your business from unnecessary costs. It clarifies YOUR expectations between you & your employees, and it provides important and centralized guidelines for how you run the people side of your business.

If your company is audited or examined by the government (for example, in an unemployment hearing), an Employment Handbook is an important foundation that you will need to present to protect yourself against unwarranted, fraudulent, or frivolous employment claims against you.

The following is a SAMPLE list of policies which should be included in your employment handbook:

- Employment at will provisions,
- Equal employment opportunity,
- Sexual harassment policies and procedures,
- Family & Medical Leave Act
- Absenteeism/tardiness policy,
- Corrective disciplinary action policy,
- Dress & tattoo code,
- Bad weather policy,
- Company holidays,
- Internet access, telephone & email policies.

These are just a sampling of what you must have to protect yourself as an employer in your business.

Don't assume that your employees know how they should act in the workplace... spell it out in an Employment Handbook.

We advise our clients to provide each employee with a copy of the Employment Handbook and to have each employee sign an acknowledgement of receipt (which gets placed in an employee's personnel file).

We completely customize each employment handbook to your business. We work with you to tailor the policies that work and make sense for you company. Call us at 410-798-4201 or email karint@alpinehr.com for more details.

Protect your business today with an employment handbook!

The Final Product will be Emailed to you!

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