

# company employee policy manual

## Employee Handbook Template by hrVillage.com

### Free Employee Handbook Template Including Policies and Procedures

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These sample policies and procedures are provided to guide you in developing your employee handbook or other policy documentation. Perfect for use in a small business, or a nonenterprise level corporate policy setting. It's not just affordable, it's free for use within a company as long as it is not distributed outside of your organization.

#### Introduction

Welcome to the Company. This handbook was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should contact your manager or Human Resources. The policies stated in this handbook are subject to change at any time at the sole discretion of the Company. From time to time, you may receive updated information regarding any changes in policy. The contents of this handbook are not intended to create a contract or agreement between the Company and you. For those employees in a position covered by a collective bargaining agreement, you should refer to the agreement which governs your terms and conditions of employment. There are specific procedures for many of the general policies stated in the handbook. Please direct any questions to your manager, department head, or to Human Resources.

#### About the Company

Insert brief Company History  
The Company's mission is to:  
The Company vision is:

#### Hours of Operation/Work Schedules

The office is normally open from 8:30 am until 5:00 pm Central time. Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours. If an employee must be outside of the office for non-business related reasons during their normal work schedule, they should inform their manager.

#### Telecommuting

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## Book Descriptions:

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Our library is the biggest of these that have literally hundreds of thousands of different products represented.



## Book Descriptions:

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That's why we're breaking down the process for you and offering you six employee handbook examples. An employee handbook can be incredibly useful in building a positive workplace culture and employee loyalty, but it's not an easy feat to write one. Whether you're attempting to address an office culture issue or interested in building one as a foundational element, crafting an employee handbook requires preparation and thoughtfulness. And before starting your own from scratch, it's useful to get tips from other businesses by looking at employee handbook examples. They are designed to cover everything a new hire needs to know to get started at their job. You might even get them started before their first day, and include a copy in a new hire welcome email. They can also be longerform documents that are used as references throughout an employee's time at a company. Passing out employee handbooks can not only make a new hire feel more equipped to handle his or her daytoday work, but it can increase that new hire's efficiency right off the bat. A stepbystep guide. Most employee handbooks include information on The exact point is different for each company, but if you think your small business is reaching a size where conflicts might start to crop up, it's probably a good idea to whip up a handbook. Learning about a company's stories, missions, and core values can increase employee engagement and loyalty. It's also a useful resource for employees to check dress codes, PTO policies, parking recommendations, etc. So, it's beneficial to write one as soon as you have a mission statement, core values, and other details about your company you'd like to share. This is where examples come in. It's a lot easier to think about what your company's handbook will look like if you can work from some sample employee handbooks. Here are six great employee handbook examples worth reviewing Start with one simple rule and you can always fill in the rest later. <http://etlyzy.com/userfiles/case-cx36b-operator-s-manual.xml>

- **company employee policy manual, 1.0, company employee policy manual.**

It went viral a while back because of how well it's executed—touching on everything from company philosophy to walking new hires through their first day of work. By sharing it on SlideShare, they practice the transparency they preach in the process. It delineates the company's culture and values, and makes them actionable. Talk about walking the walk. This online handbook is a onepage scrolling site that delivers clever, creative, and communicative information to new hires and employees alike. Start with the foundation and values of your company and download our employee handbook guide and use our customizable templates to design your own today! Her first job was at a buffet in Mandan, North Dakota which was just as lowbrow as it sounds. Read more about her at [www.cinnamonjanzer.com](http://www.cinnamonjanzer.com). Were doing our part to make that a little easier. Probably because you dont use ZenefitsGet expert guidance, checklists, and CEO advice for this hard topic. Millennials in the Workplace Small businesses power the economy. Workest is here to empower small business with news, information, trends, and community. Add a few personal touches and you're good to go. Get clear, concise, uptodate advice with our practical, stepbystep guides. Get clear explanations of the most common HR terms. What's in, what's out, and what's around the corner—they've got the HR world covered. Learn more about the features available and how they make each recruiting task easier. Ask questions, find answers, get tips, and dig deeper into our product. Employers give this to employees to clarify their rights and responsibilities while they're employed with the company. Download the full Employee Handbook template in.doc and pdf format by clicking on the links at the bottom of this page. Also, feel free to modify this template's language to match your company's culture. The full template includes these sections plus an introduction so you can welcome new employees to your company. <http://rsbi-spb.ru/userfiles/case-cx70-service-manual.xml>

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You can add actions your company has taken to comply with occupational health and safety laws, as well as protect employees in hazardous jobs or from emergencies. Our template specifically includes sections about preventative action, emergency management, smoking and a drugfree workplace. You could also add a mental health policy if your company has relevant provisions. You'll outline how you expect employees to treat others, whether they're colleagues, partners, customers or external stakeholders. Employees should know what they can or can't wear. Address internet usage, company cell phones, corporate email and social media use both corporate and personal. Lay out guidelines without being overly restrictive toward employees; most people expect to have a certain freedom in these matters as long as they follow security and data protection guidelines. Here you can describe what constitutes conflict of interest, what employees can do when faced with one, and what the consequences are for wittingly breaking relevant laws or company rules. While many companies are flexible when it comes to employees becoming friends or dating, some rules are necessary to avoid gossip or unprofessional scenes. This section is important to avoid accusations of nepotism and favoritism. Give specific guidelines about working relationships allowed between relatives in your company. This is a matter of safety as well as protecting data and company property. Outline the process of bringing visitors on company premises to make sure employees are always alert and responsible. In this section, you can refer to attempts by outsiders or employees to solicit or distribute flyers, products or services and how employees can handle these cases. Through these policies, you show you value employees and motivate them to keep working with you. This part is mainly important for the U.S. which has laws on exempt and nonexempt employees. You can explain the legal framework and clarify overtime rules.

<http://superbia.lgbt/flotaganis/1649451370>

You can also mention on which days employees receive their salary or wages. This section helps employees understand how their performance will be evaluated, and also prepares managers for managerial duties. You can mention the objectives of performance reviews and how you expect managers to lead their team. This is your chance to highlight a big part of your retention strategy — making sure employees improve personally and professionally. You can mention training

opportunities and education budgets, if any. It's likely often, employees aren't aware of the full extent of benefits and perks your company offers. This section helps you keep employees wellinformed in this matter. Also, insert explanations of relevant laws like the FMLA and COBRA. Outline the process employees should follow if injured at work and which benefits you'll offer. Modify our template based on applicable laws in your area. State how employees can ask for remote working and what rules they should follow for example, cyber security at home. Also, outline rules for permanently remote workers. If you have a limited number of parking spaces to give out, outline the criteria you use to allocate these spaces. If you give equipment to employees like phones, laptops etc., inform them how they should take care of it. Also, mention what happens when that equipment is stolen or damaged. When joining your company, they want to learn how they can divide their time between work and leisure or outofwork responsibilities. Mention your companywide working hours and any exceptions. Then, state the number of paid days off you provide employees and explain the process to request PTO. You could include both the definitions of shortterm and longterm illness. Describe the law regarding leave for these civic duties and what documents employees might need to bring. You could also include benefits regarding parental allowances, like a few hours off to attend school meetings.

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Especially if there's a disciplinary process involved. Here's an outline of the contents Go over the steps of your progressive discipline process and how you expect managers to handle it. This is also a good opportunity to address issues like tuition or relocation reimbursement and to expressly prohibit forced resignation. Mention the conditions of providing severance pay and how you'll compensate remaining vacation and sick leave. For example, if an employee was terminated for cause, you have the right to refuse to provide them with references. Here's our template to do that. Reiterate how happy you are that an employee is now working with you and welcome them on your team. Look at employee handbook examples for inspiration, but make sure you write in your own company's tone and voice. Workable is allinone recruiting software. Source and evaluate candidates, track applicants and collaborate with your hiring teams. Get started Or talk to us about your hiring plans and discover how Workable can help you find and hire great people. Join our growing community of business leaders and get new posts sent directly to your inbox. Think again. Your employee handbook should provide guidance to reinforce your policies. Outline the policies that affect your employees. It's a roadmap of how they should act, and it speaks to your company culture. Set expectations and establish the consequences for not meeting those expectations. Or, if male employees are expected to wear suits and ties, but a rogue employee insists on foregoing the tie, how willing are you to relax some rules Whatever you decide, you'll set you and your staff up for success by including this information in your employee handbook. Do you really know how those devices are being used.

<http://kluchevoy.com/images/c5-corvette-repair-manual.pdf>

How often are your employees using company equipment to surf the net, make personal phone calls, store photos, text friends or post on social media Employees should have a clear understanding that when they use company equipment, they're acting as a representative of your company. Tell them, for example, that sending bullying texts to someone on company equipment can get them fired. You want employees to know that your organization will not tolerate discrimination or harassment in any way, shape or form. These include but are not limited to Even good managers can slip and unintentionally discriminate among employees. Are employees complaining about the perfect, fivestar rating one employee received on his review when no one else did. Maybe they believe it's because he and his supervisor are lunch buddies. Regardless, this is a huge area for potential liability, and a strong handbook can be a good defense if charges are filed against your company. Make yours aware of your policies and provide supervisory and leadership training on

nondiscrimination. You can use your employee handbook to remind them about employee benefits, including general information and vacation time. There are no absolutes in business, and a change in circumstances, benefits or policies will mean you need to update your employee handbook. You don't want to outline the specifics of yearly merit increases and then find you can't provide them because of business demands. Be careful about the details you include. Do you provide relocation assistance for employees who transfer to another office within the company. If employees are terminated by you, are they paid for vacation time if not required by state law Is your employee handbook available online. Can the online version of the handbook be printed A good handbook will Likewise, if you have employees who travel for business, address the issues surrounding that, e.g., per diems, expense reimbursement, etc.

Be sure you include key state and federal policies, and realize that new laws and regulations mean revisions to your handbook to remain compliant. Try to keep your handbook to a maximum of 30 to 40 pages, if possible. If it's too long, it may not get the attention it deserves. Thank you for your feedback. Glad you found this article helpful! Some are essential to make our site work; others help us improve the user experience. By using the site, you consent to the placement of these cookies. Read our privacy policy to learn more. Please upgrade your browser or activate Google Chrome Frame to improve your experience. Learn about iSight software today So if you're stuck in a rut, gain inspiration from these 12 amazing employee handbook examples. Posted by Katie Yahnke on May 1st, 2018 The employee handbook and the newer, cooler "culture code" is a great tool for employees, new and existing, to learn the company's mission, values and norms. The handbook lays out expectations about everything from the dress code to employee benefits to conduct policy. As a result, every employee handbook is unique to the company it represents. Still, many companies struggle with developing an effective employee handbook. But, with a growing importance placed on company culture, an ineffective handbook can be detrimental to the overall work environment. What Makes a Great Employee Handbook. A great employee handbook starts with a great outline. If you don't have that yet, download our template. Writing a great employee handbook requires a thorough understanding of the company and its culture. But no matter the organization, all amazing employee handbooks share a few similar qualities. Informative, containing everything from a stepbystep guide to surviving your first day, to common policies and procedures that apply to staff for years to come. In fact, we made a list of 53 Things to Include in Your Employee Handbook. Easy and enjoyable to read.

Swap out the jargon and runon sentences with clearer, simpler wording. Designed to accurately represent the company. You don't always need random popculture references or comics on every page. Keep it fun and light if that's what appeals to your audience. Below are 12 amazing employee handbook or culture code examples to inspire you. A star denotes a particularly great feature Don't gamble with your company's investigation processes. Request your demo of iSight to find out how users are saving time, closing more cases, reducing risk, and improving compliance. Valve's Employee Handbook was leaked in 2012, and since then it's received praise from blogs, online magazines and social media personas. So, what is it about Valve's handbook that entices people to actively seek it out. Why did this 56page document go viral. Well, for one, there are plenty of hilarious illustrations throughout the book to keep readers amused, a stark contrast from what is often only page after page of legalese. Also, the handbook truly embodies their "Flatland" structure for which Valve is so famous it's easygoing, humorous and truly an enjoyable read. Fun to read Netflix's company culture differs from Valve's and, for this reason, their document trades colors for shades and playful humor for blunt statements. The text is direct and straightforward with tons of examples so that the reader knows exactly what being a Netflix employee is all about. Very informative Trello's Employee Manual not only welcomes employees to the company in a creative way but also familiarizes new staff with the product they provide at the same time. Each list on the Trello board represents what would be a different section in the handbook, such as benefits,

vacation, travel and miscellaneous items. Then, under each list, are all the policies and procedures relating to that topic.

The board is mostly public except for a few links that redirect the employee to a private board containing the specifics on sick leave policy, vacation policy and sexual harassment policy. Several cards include funny photos of staff and animals, and they stick to light, easy reading by using mostly short bullet points. Creative approach Their goal was to create a document people would not only read, but enjoy reading. The comic book theme carries through from the superhero on the cover to the ads on each page that explain the different company departments. Then, to spice up the policies and procedures section, they turned it into a short story about a grandmother who explains the policy to her grandson. Zappos is famous for taking cultural fit so seriously that they actually bribe new employees to leave by not taking the money and staying, the employee is really committing. This prioritization of cultural fit is evident throughout the employee handbook with photos of staff, quotes and real testimonials. Creative theme The company managed to create a document that's easy to read and attractive to the eye without skipping over any of the important details. Their modern looking table of contents on the left side shows you exactly what you're in for, and it's perfect. A quick introduction to the company, a timeline of the first day, what to expect in terms of paperwork and HR programs, plus information about company policy. Yes, that looks like what all the other handbooks include but that's just an overview. By separating the employee handbook into two parts, the company is able to check all the formal legal boxes in the first section and communicate Disqus' culture and values in a fun way in the second section. Disqus' Culture Book is available online as a 25page PDF. The document covers lighter topics using things like images, memes, colors and graphs.

For example, the Disqus at a Glance page uses a map to show office locations as well as an easy to read graph to illustrate employee growth over time. In addition to the fun layout, the text is written in a light and conversational way making it relatable and much easier to read. Very detailed Hubspot's 128slide document is filled with images and colors that keep the reader engaged. The beautiful design also helps to explain necessary "boring" topics such as intellectual property policies and open door policies in such a way that you don't even realize you're reading the policy. Plus, another theme that we've seen in the above examples is this conversational approach to writing. The goofy and playful culture of the company and staff shines when they say that not only do they commit to their mission and metrics, but they commit maniacally. The slideshow has accumulated hundreds of comments and thousands of likes praising it as insightful, inspiring and relatable. Unique approach The CEO and other senior leaders realized that EF is a playful place to work, and so they wanted the document to highlight the company values, expectations and goals for the future in a lively and lighthearted way. The document itself isn't available online but the few pages available online showcase the colorful document, complete with short, conversational text and charming illustrations on the side. Creative theme Created on airmason.com, the handbook is a modern looking website using tons of color and tons of space, making the wordy document much easier to read. The book formally starts off with a message from the CEO who explains that "this employee handbook contains the key policies, goals, benefits, and expectations of Sterling, and other information you will need". The document also communicates how modern and fresh Sterling is by using iMessage chats to answer FAQs.

Creative layout Zaarly's document is thorough and comprehensive like an old school employee handbook but also beautiful and humorous like a new school culture code. The document portrays the fun company culture with jokes, puns and lighthearted text. Zaarly's handbook is detailed and informative and includes all necessary sections introduction, preface, office rules, organizational structure, values and departments. And, they manage to do this without sacrificing humor. Creative layout Motley Fool opted to keep the writing concise, using mostly short sentences and bullet points

but with links for further reading sprinkled throughout the slides. The handbook touches on most of the important sections company purpose and values, policies, the business model, employee benefits and culture. The handbook finishes by checking one of the most important legal boxes a quick note stating that the rules are not a part of an employment contract and are subject to change without notice. Fun to read They've checked all the boxes from bereavement leave to minimum working age to 401k plans. What's especially great about Dollar General's company handbook is that it's available online and there's a really handy search feature on the top. Employees who are looking for something specific can find it instantly. The most important part of a good employee handbook is that it accurately represents the company to which it belongs. Sometimes, this means fewer jokes, fewer puns and fewer memes. Dollar General's handbook is comprehensive and a pristine example of a safe, secure and well done employee handbook. Comprehensive Learn how to conduct effective Human Resources investigations with case management software in our free eBook. Katie Yahnke Marketing Writer Katie is a former marketing writer at iSight. She writes on topics that range from fraud, corporate security and workplace investigations to corporate culture, ethics and compliance.

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If the employer is covered by the U.S. Family and Medical Leave Act of 1993 generally 50 or more employees a handbook usually contains information about FMLA and often includes specific policies for parental and medical leave. These sections include conduct policies for such areas as sexual harassment, alcohol and drug use, and attendance; plus, grounds for dismissal i.e., getting fired, laid off and due process. This area usually includes information about releasing employee records and information, as well as who may retrieve and inspect the information. At many larger companies, a revised handbook comes out annually or at other regular intervals. It is recommended that handbooks be updated regularly as laws and regulations change. This is an attempt by employers to protect themselves from liability if a policy changes and the employee is not explicitly notified about the change. If a company chooses to publish its handbook in multiple languages, each version should be updated concurrently. As an example, many US states have specific laws that go above and beyond federal laws. Because of this, a New Mexico employee handbook should not be used in California. In the US, California is the state with the highest number of regulations that go above and beyond federal law. Companies operating there usually have special content for California



employees. Other states that will typically require special content are New York, Massachusetts, Illinois, Connecticut, Washington DC, and Texas. By using this site, you agree to the Terms of Use and Privacy Policy. This article will help guide you in crafting an effective employee manual. They typically generate consternation from employees, especially if they are not clear, wellwritten, and specific to the business and if they focus mostly on negativity in other words list, only what not to do. The success of an employee handbook hinges on what you include and how you word policies.

The first rule for writing a winning playbook is that it must be written in a clear, understandable manner, and reflect the culture of the business. Certain policies need to be in the handbook by law. This means that you should take the time to learn about local and state requirements, as well as federal requirements, Cooper says. That may also determine how you decide to set up the employee handbook. For example, if you have different business units, such as a manufacturing facility and a sales and research facility, you may want to have the core handbook be the same for each group of employees but you may want to include specific policies for specific business units, such as if one business unit has a union or hourly paid employees, Cooper says. Some companies offer software or templates that can be a good start to step you through the process. But policies may vary from state to state. If you are unsure which policies are required by law, you should check with human resources organizations or your employment attorney. Many state labor departments also have listings on their websites for employers about laws they must abide by when doing business in the state and these can be helpful in determining what to include in an employee handbook. The federal governments Family Medical Leave Act requires that employers of certain size must provide employees with up to 12 weeks unpaid leave during any 12 month period for the birth or care of a child, to care for an immediate family member with a serious health condition, or if the employee has a serious health condition. Many states have their own policies regarding unpaid family leave, as well. Many states require that employees be informed of workers compensation policies in writing. The handbook should make clear that it is the ultimate word on company policies. Its important to leave a little wiggle room because times change, new issues come up, and you may need to make revisions.

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