

Do You Really Need a New Handbook this Year?

We think so.



Today's Webinar:

- » Check the handout widget—it's full of goodies!
- » Yes, we're recording. Yes, we'll send you a link.
- » Use the question box. We're here to help.
- » Be patient—HRCI and SHRM codes will be provided at the end of the webinar.
- » Please take the survey at the end—we love to get your input!

...Presented by:

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Chief Knowledge Officer

Agenda



Handbook Goals



**Policies to Include
and Why**



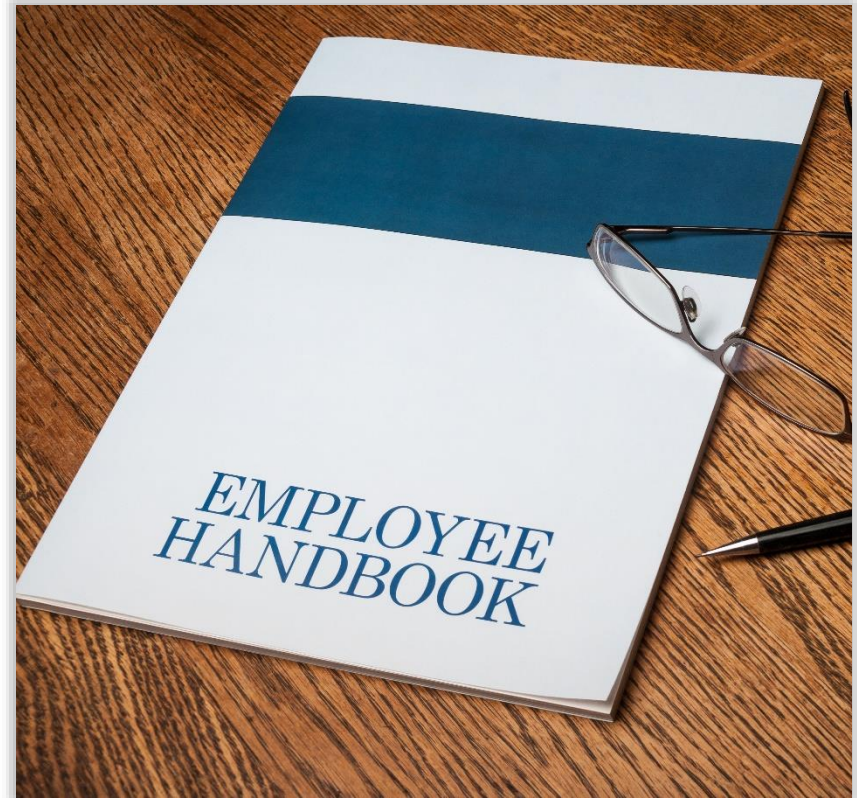
Hot Topics for 2017



**Practical Handbook
Considerations**

5 Reasons Why You Need a Company Handbook

1. Share company culture and values
2. Manage employee life cycle events
3. Provide employee performance and behavior roadmap
4. Help company leaders apply policies
5. Avoid claims of improper employer conduct or lawsuits



... What Affects Your Handbook?

- » Company size/number of employees
- » Company locations
- » State(s) in which your company operates
- » Your industry
- » Whether or not your company is a government contractor
- » Whether or not your company is unionized

... General Rules of the Employee Handbook

- » Put it in writing
- » Enforce it consistently
- » Communicate to all
- » Make it easily accessible





Quick Tips

- » Eliminate language that may create implied contracts
- » Review with legal counsel!



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Handbook Goals

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Help Attract and Retain Employees

Questions employees ask themselves:

- » Why should I work here?
- » Does this company promote my quality of work life and professional goals?
- » Are the company rules orderly so I know what I can expect?
- » Do the company rules make sense?



... The Employee Handbook Should:

- » Create an atmosphere of trust and respect
- » Comply with legal obligations and ethical requirements
- » Be a tool to help achieve an organization's business objectives



... Be Consistent

The same messages should be communicated to:

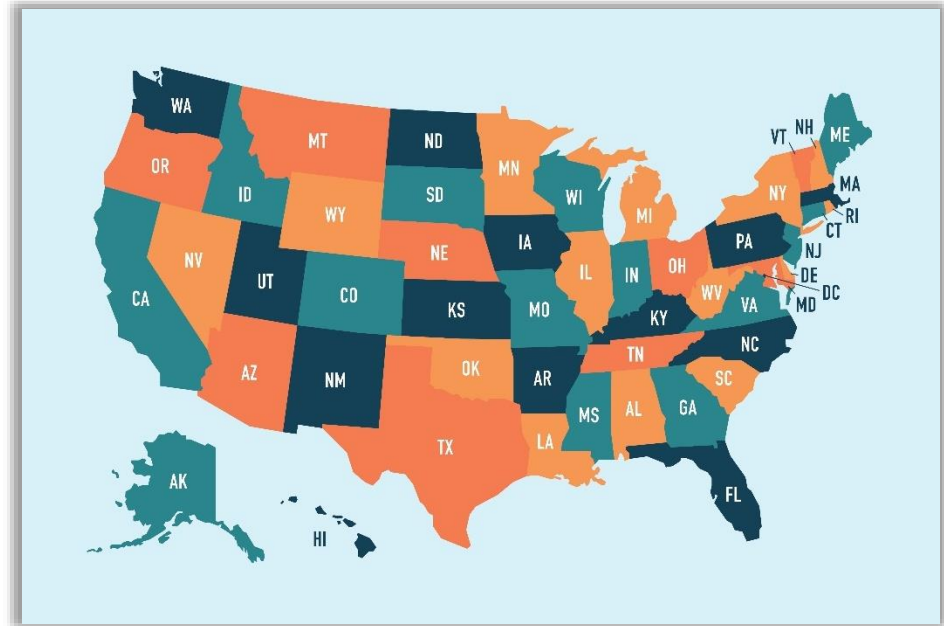
- » Employees
- » Supervisors and managers
- » Third parties, including interviewers during the interviewing process

Application of those messages should:

- » Be reinforced during the entire employment process

Communicate Legal Obligations

- » Understand the differences in state EEO laws, wages and benefits
- » Create state-specific handbook sections to keep all employment practices consistent



••• Tailor Policies to Fit Your Company

Factors that may require tailoring:

- » Industry-specific policies and procedures
- » Union and nonunion operations
- » Workforce diversity
- » Various employment categories
- » Telecommuters/remote workers



Translate Your Handbook

- » Various languages, if necessary
- » Large type
- » Audio recordings
- » If necessary, hold special meetings to go over the handbook



... Tell the Story of Your Company

- » Identify company culture, mission and goals
- » Establish a positive employee relations policy
- » Let employees know they are a valued part of the organization
- » Instill a positive attitude towards the company

... What and What Not to Include

- » Handbooks come in all shapes and sizes
- » Keep it clear and concise
- » Don't treat it like an operations manual



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Policies to Include and Why



••• Maintain At-will Language

Avoid using terms that imply job security or job guarantees:

- » “successfully passing your probationary period”
- » “long, rewarding careers with the company”



Be Wary of Contracts

Include language that states:

- » The handbook is not a contract
- » You retain the right to revise the employment relationship
- » The handbook is a policy guide that can be revised at any time
- » You will communicate any changes



••• Your Handbook Should Be Legal

- » Write your handbook in light of federal laws such as Title VII and the Age Discrimination in Employment Act
- » State and local law requirements:
 - Unusual state laws
 - City ordinances



••• Add Compliance Policies

- » Provide statements describing EEO and harassment policies
- » Policies should include:
 - Discrimination
 - Drug-free workplace
 - Compensation
 - Safety

... Your Handbook Should Include:

- » Anti-discrimination and anti-harassment language
- » Wage and hour information
- » Attendance requirements
- » Standards of conduct and performance
- » Policies regarding employee safety

•••• Your Handbook Should Include:

- » Digital workplace guidelines
- » Drug testing and substance abuse
- » Benefit information
- » Handling confidential or sensitive information
- » Policy on unions
- » Employee complaints



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Hot Topics for 2017

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... National Labor Relations Act

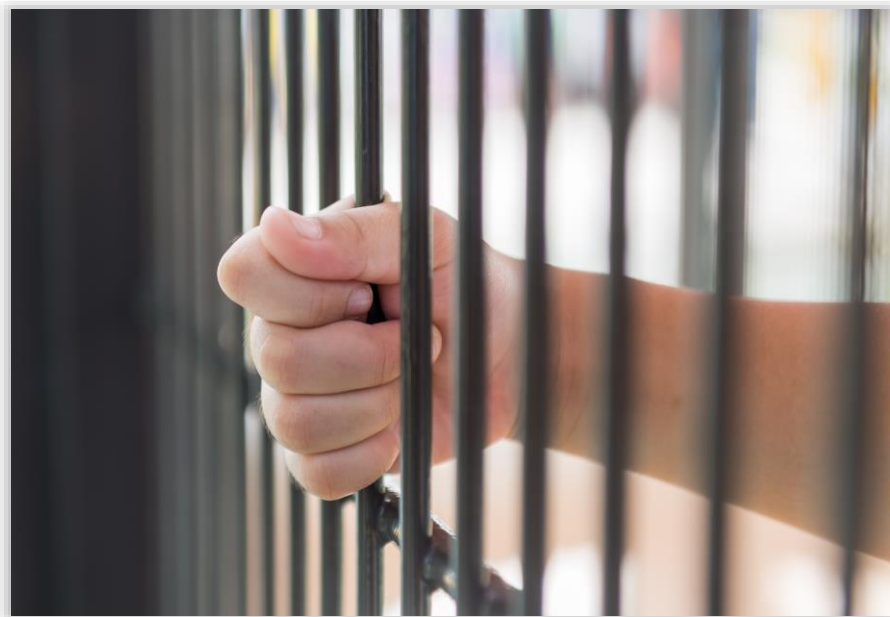
Employees have the right to:

- » Self-organization
- » Form, join or assist labor organizations
- » Engage in concerted activities



Pay Attention to:

- » Criminal convictions
- » Same-sex marriage and benefits
- » Legalization of marijuana



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Practical Handbook Considerations



Practical Handbook Considerations

- » Make sure everyone has a copy
- » Keep it up to date
- » Maintain version control
- » Have each employee sign an acknowledgement
- » Save in each employee's personnel file



... Involve Everyone

When revising your handbook, consider:

- » Strategic and company plans
- » Impact of the policy changes on your culture and employment brand
- » Effect on recruiting and retaining employees
- » Input and feedback from as many sources as possible

... Continuing Education Credits

» HRCI: 299424

» SHRM: 17-SNBFR





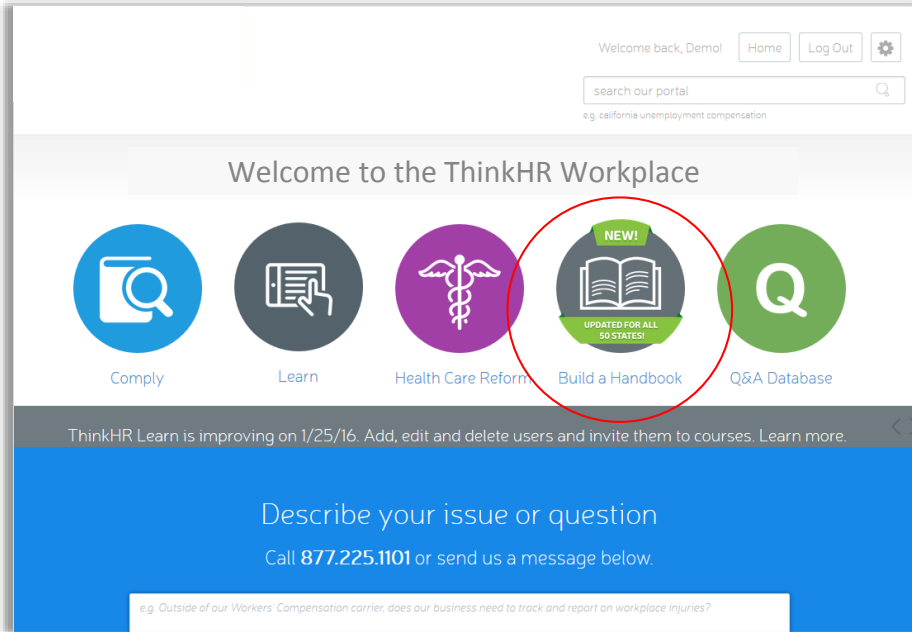
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Welcome back Chrissy!



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