



Does your company have a current, employee handbook?

Whether you have a handbook or not, **Quality Transitions** can help you get the process started very easily or review your current handbook for compliance. A handbook is a very important legal tool that documents your company's policies and helps you to comply with federal and state laws. A handbook allows you to prepare favorable evidence ahead of time just in case you are ever served with a law suit.

Handbooks should include the following:

- An official welcome by the President or Owner
- History of the company
- Employee classifications
- EEO statements
- Sexual harassment policy
- Transfer policies
- Promotion policies
- Definition of workweek and hours worked.
- Meal and break periods
- Overtime policy
- Time keeping
- Flexible schedule policy
- Pay periods
- Performance appraisals
- General disciplinary rules
- Holidays, vacations, sick leave
- Absenteeism and tardiness
- Employee benefits
- Grievance policy
- Resignation, terminations
- Confidentiality
- Business Ethics
- E-mail, internet and phone usage
- Dress code
- Safety rules
- Smoking policy
- Substance abuse policy

Some common handbook mistakes include:

- ❖ Using a form handbook that includes promises that you'll never keep and provisions that have nothing to do with your company.
- ❖ Including language employees do not understand.
- ❖ Having a probationary period that implies that once the period is over, the employee can stay forever. This can negate at-will status.
- ❖ Lists that are too specific in descriptions involving disciplines.
- ❖ Inconsistency.
- ❖ Not having an at-will disclaimer
- ❖ Sabotaging disclaimers
- ❖ Not adapting each handbook to each state's laws.
- ❖ Failing to update your handbook frequently.
- ❖ Setting unrealistic policies.

QT can also provide you with a FREE, No Obligation Human Resource Audit of your company or review your current handbook for compliance.

If your company does not have a handbook and would like to have Dave Nichols discuss the possibility with you, please give him a call at 401-213-6260.

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www.qualitytransitions.net