

10 Topics to Include in Your **Employee Handbook**

1. Company mission and values
2. Code of conduct
3. Important workplace policies
4. Working hours and PTO
5. Perks and benefits
6. Compensation and promotions
7. Termination and resignation procedures
8. Employee health and wellness benefits
9. Work from home policies
10. Parental leave and accommodations

What Should An Employee Handbook Include

Lisa Guerin, Amy Delpo



What Should An Employee Handbook Include:

The Complete Employee Handbook Lsom,2013-11 The Employee Handbook is not only an essential tool of communication to the Company's employees on their terms and conditions of employment but also serves as a means of communicating the Company's Rules and Regulations which are usually not spelt out in the Collective Agreements. The basic Employee Handbook generally covers employees who are not embraced by the union's constitution but the modern approach is to include the Executive management terms in a separate section thus the executives management personnel will have all the terms and conditions of all employees but the non exempt employees will only have access to their own terms and conditions the section on communications is shared by all employees. Further the 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

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essential guide to creating and managing an effective employee handbook This comprehensive resource provides you with everything you need to develop and implement a handbook that meets the needs of your organization and complies with all applicable laws and regulations In The Employee s Handbook Guide you will find A step by step guide to creating an employee handbook from scratch Sample employee handbook policies and procedures Tips and advice from HR experts Answers to frequently asked questions about employee handbooks Whether you are a small business owner a human resources professional or an employee who wants to understand their rights and responsibilities The Employee s Handbook Guide has something for you What is an Employee Handbook An employee handbook is a written document that sets out the company s policies and procedures It is a vital part of any organization as it helps to Communicate the company s expectations to employees Protect the company from legal liability Promote a positive work environment Why is an Employee Handbook Important Having a well written and up to date employee handbook is essential for any organization that wants to Attract and retain top talent Maintain a positive work environment Comply with all applicable laws and regulations What

Should Be Included in an Employee Handbook The contents of an employee handbook will vary depending on the size and nature of the organization However there are some general topics that should be included in all employee handbooks such as Company policies and procedures Employee benefits Performance management Employee discipline Employee rights How to Create an Employee Handbook Creating an employee handbook can be a daunting task but it is important to take the time to do it right By following the steps outlined in The Employee s Handbook Guide you can create a handbook that meets the needs of your organization and complies with all applicable laws and regulations Order your copy of The Employee s Handbook Guide today and start creating an employee handbook that will help you attract and retain top talent maintain a positive work environment and comply with all applicable laws and regulations If you like this book write a review on google books

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United Medical Transportation Providers Group UMTPG His efforts are very much needed as the elderly population continues to grow at such a pace it will literally double by the year 2030 This highly targeted and rapidly growing niche market is always going to need assisted support services to include transportation Coupled with a booming medical industry that will consume in excess of 25% of the GDP in the coming years hospitals and facilities are always in need of quality assisted transportation The NEMT industry is obviously growing in demand and longevity There are several ways to make money in this industry to include private pay clients Medicaid workers comp VA no fault insurance private facility contracts and more Hospitals and facilities are always in need of transportation to ensure continuity of care and accomplish their mission You can transport clients to and from medical appoints dialysis centers treatments centers in and out of hospitals out of emergency rooms to and from doctor offices senior centers and much more Again the opportunities are wide and diverse One of the best aspects in starting a NEMT business is that it doesn't require a lot of upfront capital as compared to other startups franchises and business opportunities Also because this is NON emergency transportation you do NOT need any special life saving skills equipment or training This means anyone can start build and operate their own successful non emergency medical transportation company by following Joel's step by step instructions In this resource you're going to learn Necessary licensing and registration requirements Different elements components and assets needed to build and integrate into your NEMT business Strategies systems policies and procedures for drivers dispatchers and asset management Driver Manual and Training Employee Handbook and many other forms to duplicate and customize for your business Policies and procedures for effective daily office dispatch and account management Strategies for managing labor costs cash flow and expenses to ensure maximum profit earning potential Policies and procedures for monitoring vital business statistics and profitability to indicate timing for vehicle and asset acquisition This is a content rich manual that is direct to the point and offers no fluff At a time when finding legitimate business opportunities are rare this is a business opportunity with longevity and real earning potential Don't be fooled by knock off resources created by bloggers and phony authors Joel provides real opportunity guidance and solutions When you invest in How to Build a Million Dollar Medical Transportation Company you're investing in much more than an ebook You're investing in service and support from the expert in the industry versus an online marketer with no NEMT experience

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