employee guidebook

#employee handbook #company policies #workplace rules #HR guide #new hire orientation

This comprehensive employee guidebook serves as an essential resource for all staff, outlining crucial company policies, workplace rules, and expected conduct. Designed to facilitate smooth new hire onboarding and provide ongoing clarity, it acts as a vital HR guide, ensuring everyone understands their roles, benefits, and the organization's culture.

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Intro Summary

Overview

Organization

Employee Handbook

Playbook

How to Organize

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Today we are going to discuss one of the most important communication tools between a company and its employees, the employee handbook.

A well-written handbook sets forth your expectations for your employees, and describes what they can expect from your company in return.

While the policies outlined in your handbook will reflect your company's own unique culture, it is

important to consider federal, state and local laws and regulations that may affect your business when drafting your employee handbook.

Your handbook should first serve as a welcome to employees.

Set the tone for your work environment with a mission statement or a sincere note from your President or CEO...this will introduce your company and provide the employee with a sense of your corporate culture.

The employee handbook is also the vehicle for documenting your company's anti-discrimination and harassment policies; your compensation, benefits, and leave policies; your work schedule and telecommuting policies; your standards of conduct; and employee discipline policies.

Finally, if your employees are to be employed 'at-will,' you should clearly state that fact and include a conspicuous disclaimer in the front of the book that specifically sates that the handbook is not an employment contact and should not be construed as a contract.

You will also want to include in the handbook a written acknowledgement by the employee that he or she has received and read the handbook, to be signed and placed in the employee's personnel file. Remember that your employee handbook is the single most important internal document for laying out the policies of your company to each and every one of your employees.

Why Most Employee Handbooks Are So Bad—and How You Can Change Yours for the Better - Why Most Employee Handbooks Are So Bad—and How You Can Change Yours for the Better by HR Party of One 11,881 views 3 years ago 9 minutes, 21 seconds - In this episode of HR Party of One, we'll talk about how you can go beyond the **employee handbook**, to something much better.

Employee Handbook - Design & Content with Examples - Employee Handbook - Design & Content with Examples by hr fundas 10,830 views 3 years ago 4 minutes, 51 seconds - This video will guide you how to design your own **Employee Handbook**, and how to make it interesting and engaging. Employee Handbooks - Employee Handbooks by GreggU 4,504 views 5 years ago 3 minutes, 15 seconds - An **employee handbook**, is a physical or electronic manual that explains a company's essential policies, procedures, and ...

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Intro

Overview

Story

Research Design

Extras

Conclusion

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Why We Stayed Friends

Conflict in our relationship

Processing Difficult Emotions in Partnership

Facing Jealousy

True Love Lasts Forever

What We Learned

Why We Broke Up

Grieving Our Break Up

Dating Other People

Our Key Takeaways

Answering Your Questions

Conclusion

The Laws of Workplace Safety (OSHA for employees) - Pt. 1 - The Laws of Workplace Safety (OSHA for employees) - Pt. 1 by Branigan Robertson 16,476 views 1 year ago 18 minutes - This video is about the laws that protect **employees**, at work. Watch to learn about your right to a safe working environment.

What this Video is About

Introduction

Big Picture on Safety

OŠHA

"General Duties" under OSHA

Physical Safety, Psychological Safety, & Violence

OSHA Regulations for all Industries

OSHA Regulations for Specific Industries or Tasks

Your Rights as an Employee

Employee Handbooks - Part 1 - Employee Handbooks - Part 1 by HR360Inc 7,331 views 8 years ago 4 minutes, 9 seconds - Video Highlights: 00:52 Your **employee handbook**, is the single most important internal document for communicating policies, ...

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How to Create an Employee Handbook - How to Create an Employee Handbook by Asure Software 804 views 1 year ago 1 hour, 1 minute - Why Do Employers Need a **Handbook**,? a - Although they are not legally mandated there are many state, local and federal ...

Introduction

Why do employers need handbooks

How to communicate your culture

Natural language

Why

Best Practices

Employment at Will

Time Off Policies

Employee Protection

What should not be included

Policies

Terminology

Policy Changes

Temporary Policies

Recap

How to Create an Employee Handbook - How to Create an Employee Handbook by ProProfs 2,633 views 1 year ago 6 minutes, 11 seconds - Poor onboarding can significantly increase the chances of **employees**, leaving your organization for a better place to work.

Introduction

What is an Employee Handbook

Structure

Choose & Customize a Template

Add Relevant Content

Collaborate With Experts

Review Content

Security Control

Multiple Device Compatibility

Analysis & Revisions

How to Write an Employee Handbook - How to Write an Employee Handbook by Silk Helix | Management Training and HR Consultant 472 views 1 year ago 10 minutes - An **Employee Handbook**, is the ideal way to communicate what is expected of your team as well as what they can expect of you.

Introduction

What should be included

How to present it

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How to Get Started On an Employee Handbook - How to Get Started On an Employee Handbook by TriNet Zenefits 7,994 views 5 years ago 9 minutes, 56 seconds - Are you thinking about creating an **employee handbook**, but you're not sure if it's actually needed or where to start? Once you've ...

Introduction

Do I have to have an employee handbook

Introductions

Company Values

Additional Perks

How to Get Employees to Read

How to Launch Your Handbook

Employee Handbook: 3 Tips to Build Yours Right the First Time - Employee Handbook: 3 Tips to Build Yours Right the First Time by Trainual 568 views 3 years ago 1 minute, 19 seconds - Struggling to create an **employee handbook**, from scratch? Don't worry, Trainual Head of People Ops Sasha Robinson's got ...

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Southern Pacific (1922) online. detailed history Darton, D. H. (1933). Guidebook of the Western United States; Part F. The Southern Pacific Lines, New... 43 KB (4,555 words) - 17:49, 22 February 2024 Green Book (also, The Negro Travelers' Green Book, or Green-Book) was a guidebook for African American roadtrippers. It was founded by Victor Hugo Green... 68 KB (7,923 words) - 12:03, 6 March 2024