

## Step Three Company Handbook

**Note:** All companies should have an employee handbook as a reference guide for both the employees and the employer.

An employee handbook is a central information source for employees that states what the company is about, the benefits, and the policies employees must follow. Employers can use the handbook as a tool to educate, inform, and guide employees within their company.

Employee Friendly Handbooks should:

- Use simple language
- Keep sentences short
- Use wide margins
- Be under 35 pages

Suggested elements of an employee handbook:

- Purpose of the handbook
- History and overview of the company
- Welcome to employees

### Section 1- Policies

The following is a list of possible options to be included in a company handbook:

- Attendance
- At-will employment
- Basis for determining pay
- Bulletin board
- Confidential information
- Dress code/Personal appearance
- Complaint/Suggestion procedure
- Discipline philosophy
- EEO (equal employment opportunity)
- E-mail and other communications
- Employee classifications (full-time/part-time/temporary)
- Harassment
- Hiring philosophy
- Layoff and recall
- Life threatening illness
- Open door policy
- Lunch breaks
- Overtime pay
- Payday
- Performance evaluation and compensation review
- Procedure for resolving problems
- Promotion
- Recycling and conservation
- Rest periods
- Smoking
- Theft
- Tardiness/absences
- Time keeping
- Use of company vehicle/equipment
- Visitors
- Wage and salary policies
- Wage assignments/garnishments
- Work hours

### Section 2- Benefits

- Deductions from paycheck · 401(k)

- Eligibility
- FMLA (Family and medical leave)
- Health insurance
- Holidays
- Life Insurance
- PTO (paid time off)
- Social Security
- Training (seminars, workshops)
- Tuition assistance
- Unemployment insurance
- Unpaid leaves
- Vacation time
- Worker's compensation

### Section 3- Your responsibility

- Accident reporting
- Drug/alcohol abuse
- Housekeeping
- Communications
- Equipment
- Moonlighting
- Personal Conduct

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