

CREATING AN EMPLOYEE HANDBOOK

12 SIMPLE STEPS

1. Start w/ your Story
 2. Include your company Mission Statement - ensure they understand why you exist!
 - Who we are and what our Values are.
 3. What does your Employee Need to know?
 - Vaca days
 - where to park
 - dress code
 - PTO
 - Lunches/ break time
 - Travel Expenses
 - Working Hours
 - Attendance & Punctuality
 - Working from Home Policy
 - Pay Schedule
 - Paycheck Deductions
 - Paycheck Accuracy
 - Non-Medical Leaves of Absence
 - Leaving the Company
 - ect.
 4. Describe your products and services you sell
 5. List Non-Negotiable Standards
 6. Re-inforce your Story - your VOICE - How you interact with customers
 7. Include items that are UNIQUE to your business - expectations, lingo, ect.
 8. Perks - Discounts, Days Off, Dress Code, Trips, meals, ect.
 9. Social Media Policy/Cell Phone - what is acceptable and where is the line drawn?
 10. What should they do if there is a problem? Who do they report to?
 11. Don't forget the tough stuff - Discrimination Policies, Confidentiality Policy , Non- Disclosure Agreement - Privacy Policy - Non-Compete Policy - At Will Employment, Safety Rules,
 12. Violations - what is included? Alcohol, discrimination, conflict of interest, drugs
- DON'T FORGET** - Have your employee SIGN and DATE this agreement and keep the signed contract on file in your office. Anytime you have an amendment - employee must resign and date this document.

I also recommend reviewing this document often for all updates and keeping the document ALIVE and RELEVANT to your current business.