

Why You Need an Employment Manual

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Purpose of an Employee Manual

- Communicates expectations
- Outlines responsibilities
- Showcases benefits and policies
- Helps defend against employee claims*
 (*If you use it right)

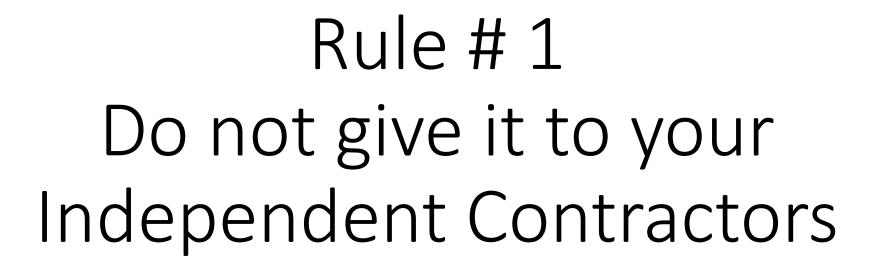


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Independent Contractor vs Employee





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Independent Contractor vs Employee





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Independent Contractor vs Employee





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Employees











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Rule # 2



An Employee handbook is *NOT* an employment contract

It should **not** function as an employment contract and should **not** promise continued employment



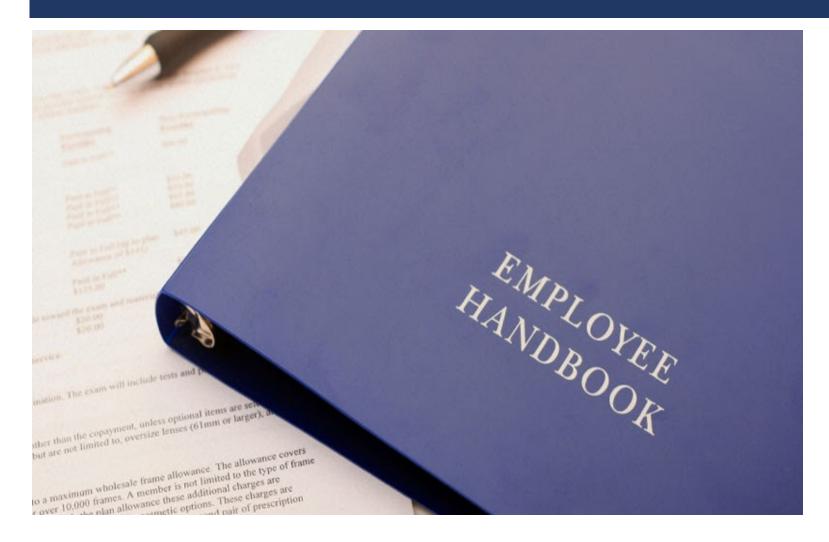






What to Include





8 Reasons to have one









Your Company Mission





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Clear Work Expectations





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Employee / Management Expectations





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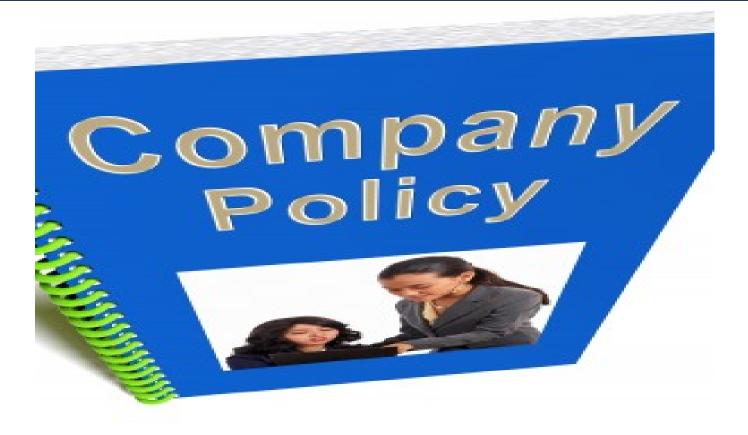


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Clearly Stated Policies





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Employee Benefits











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Compliance Standards



Compliance with Federal, State and local laws







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Defense Against Employee Lawsuits











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Reference Manual



REFERENCE

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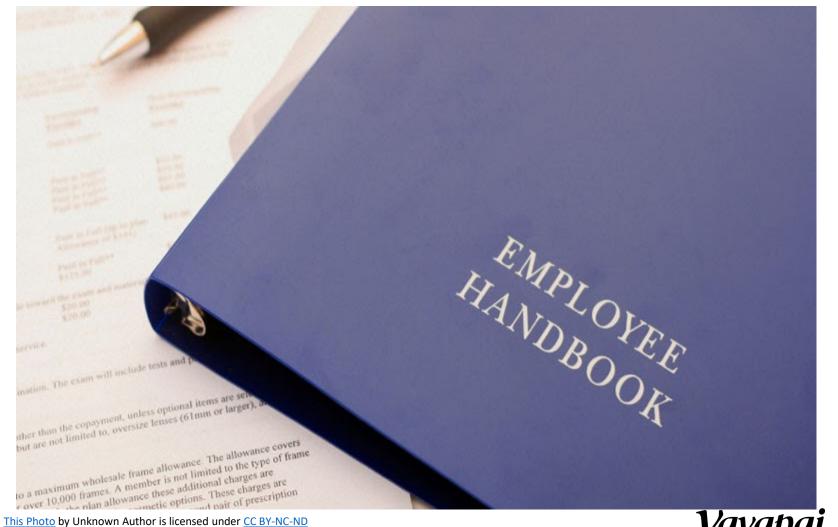
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Well-Defined Policies and Procedures











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Include a Signature Page



Make sure you get a signed acknowledgement



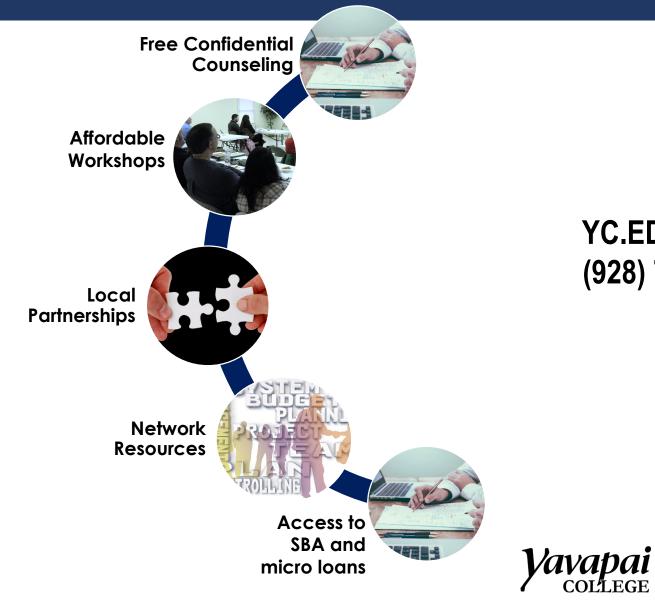




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SBDC Services





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