

Why You Need an Employment Manual

Marie Platowski-Beals, SBDC Business Analyst

Jeri Denniston, SBDC Director

March 11, 2021

Purpose of an Employee Manual



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

Independent Contractor vs Employee



Rule # 1

Do not give it to your
Independent Contractors



Independent Contractor vs Employee



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Independent Contractor vs Employee



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Employees



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Rule # 2

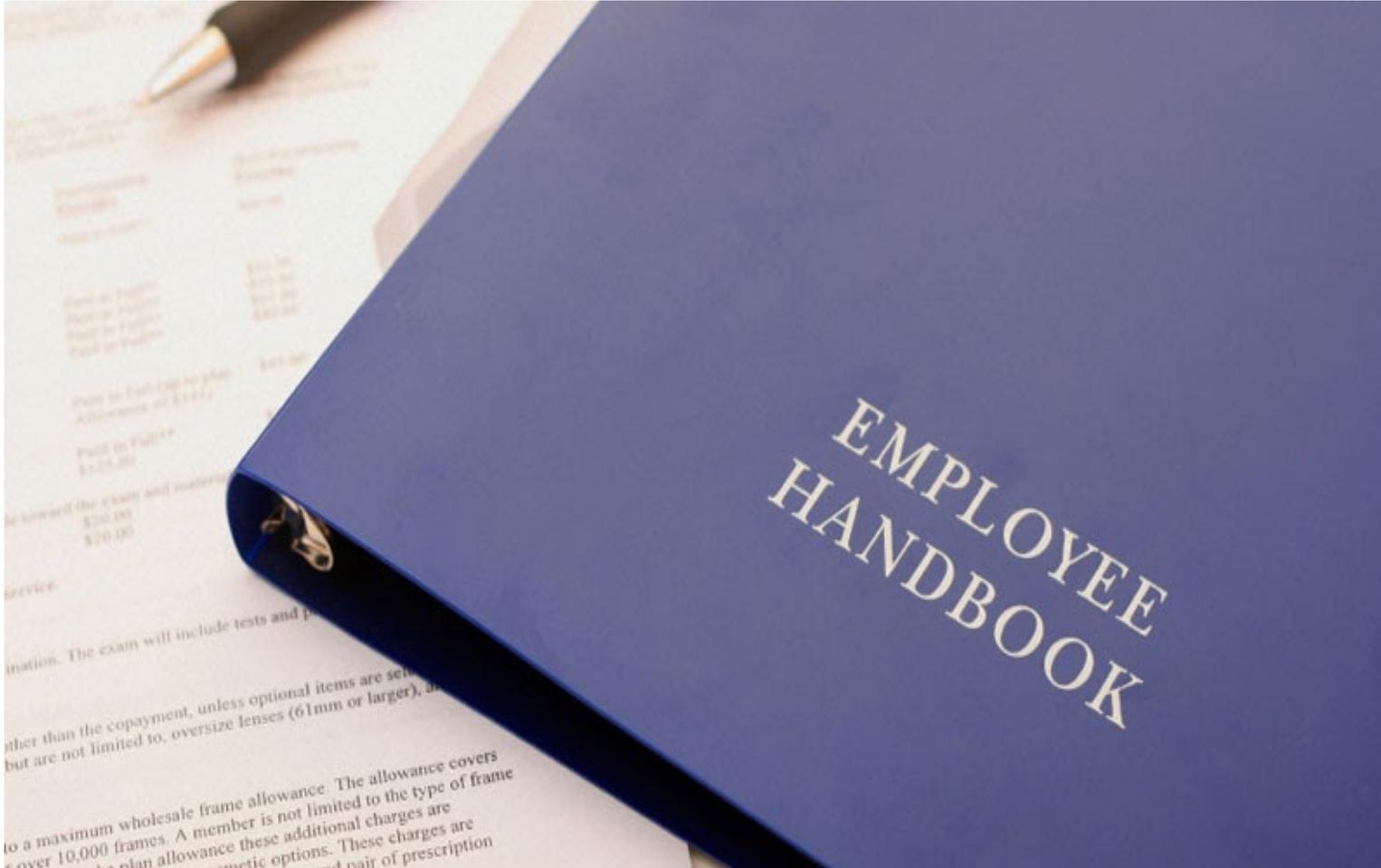


An Employee handbook is ***NOT*** an employment contract

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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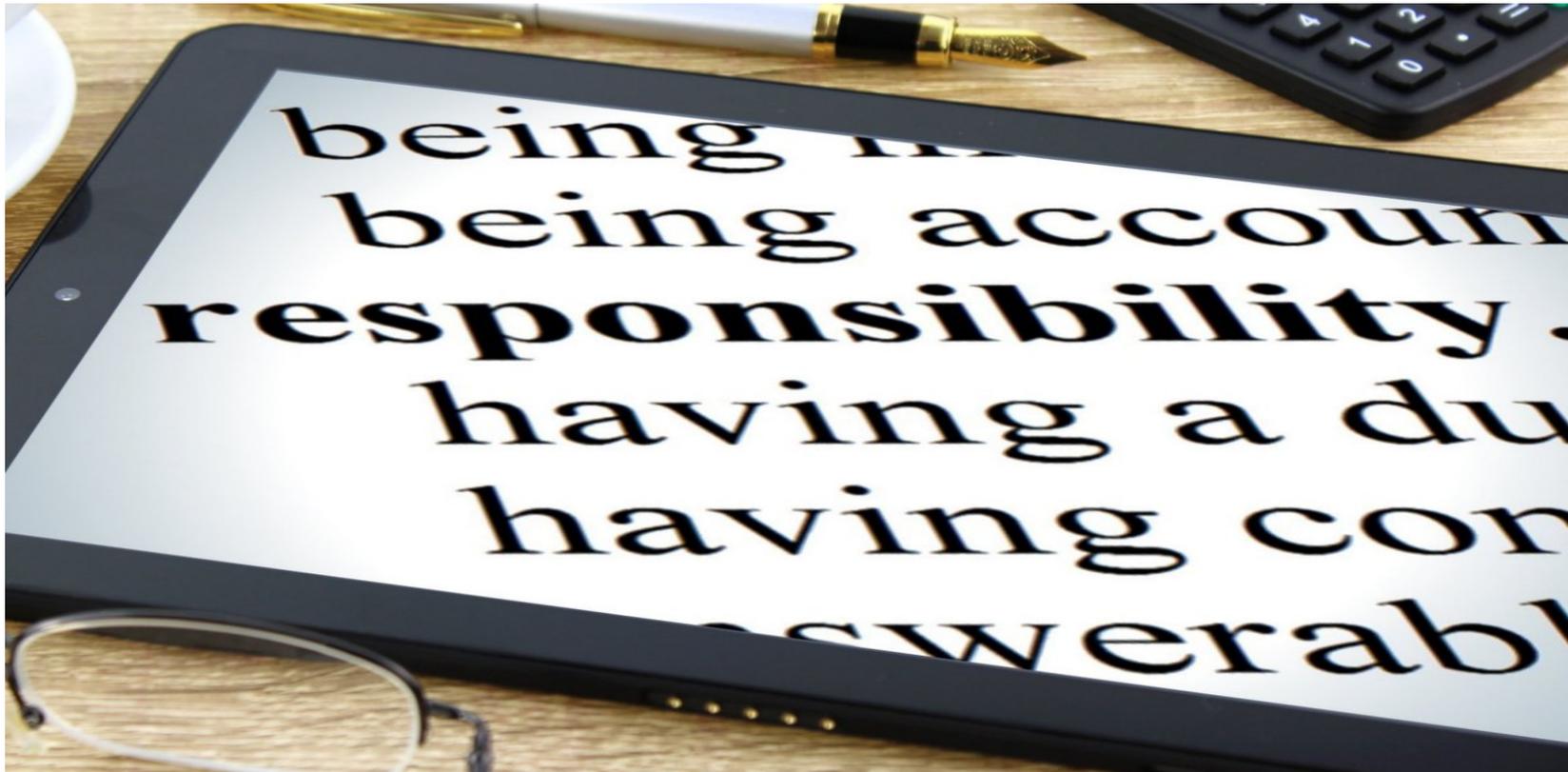
Clear Work Expectations



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Employee / Management Expectations



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Clearly Stated Policies



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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



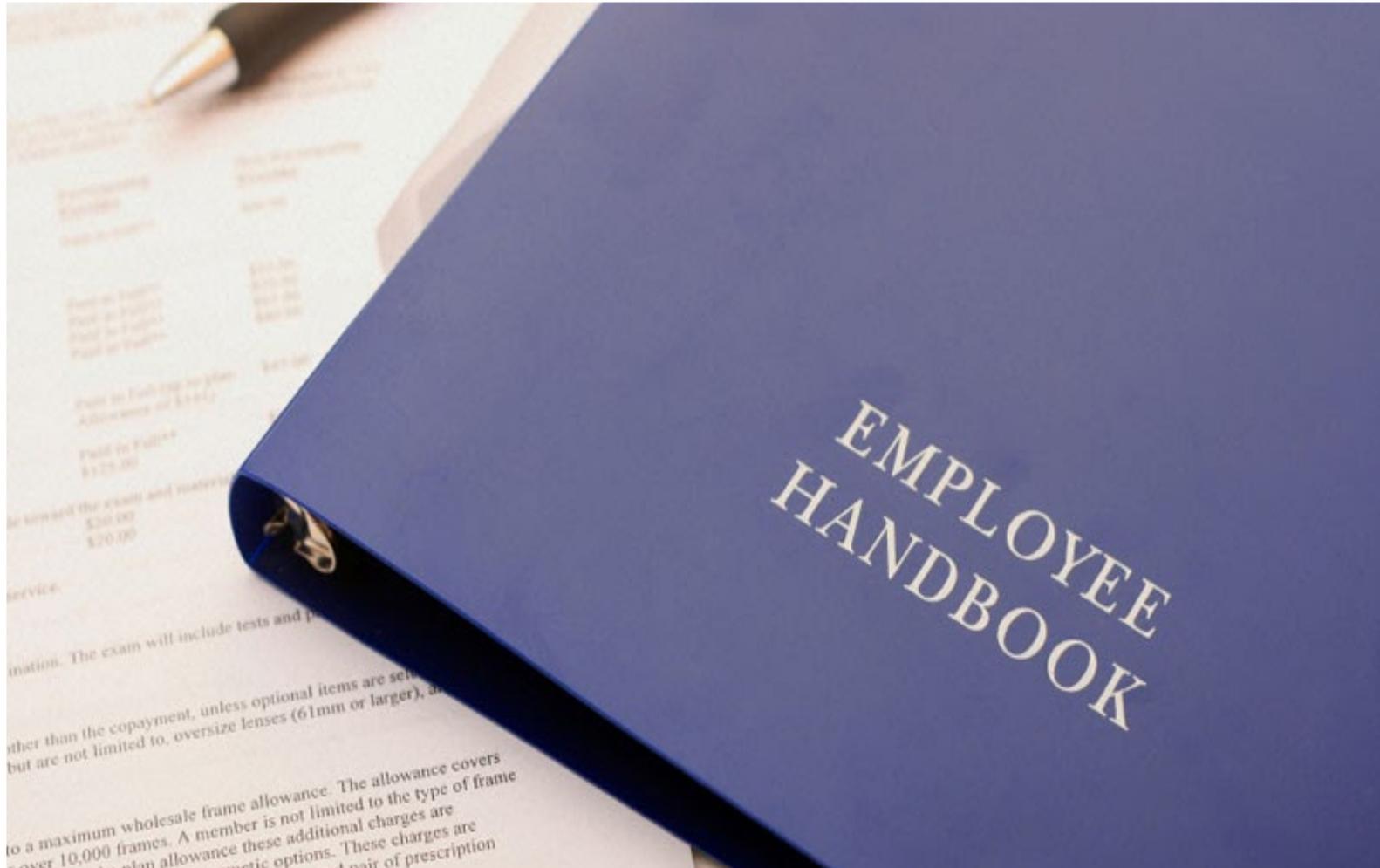
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Well-Defined Policies and Procedures



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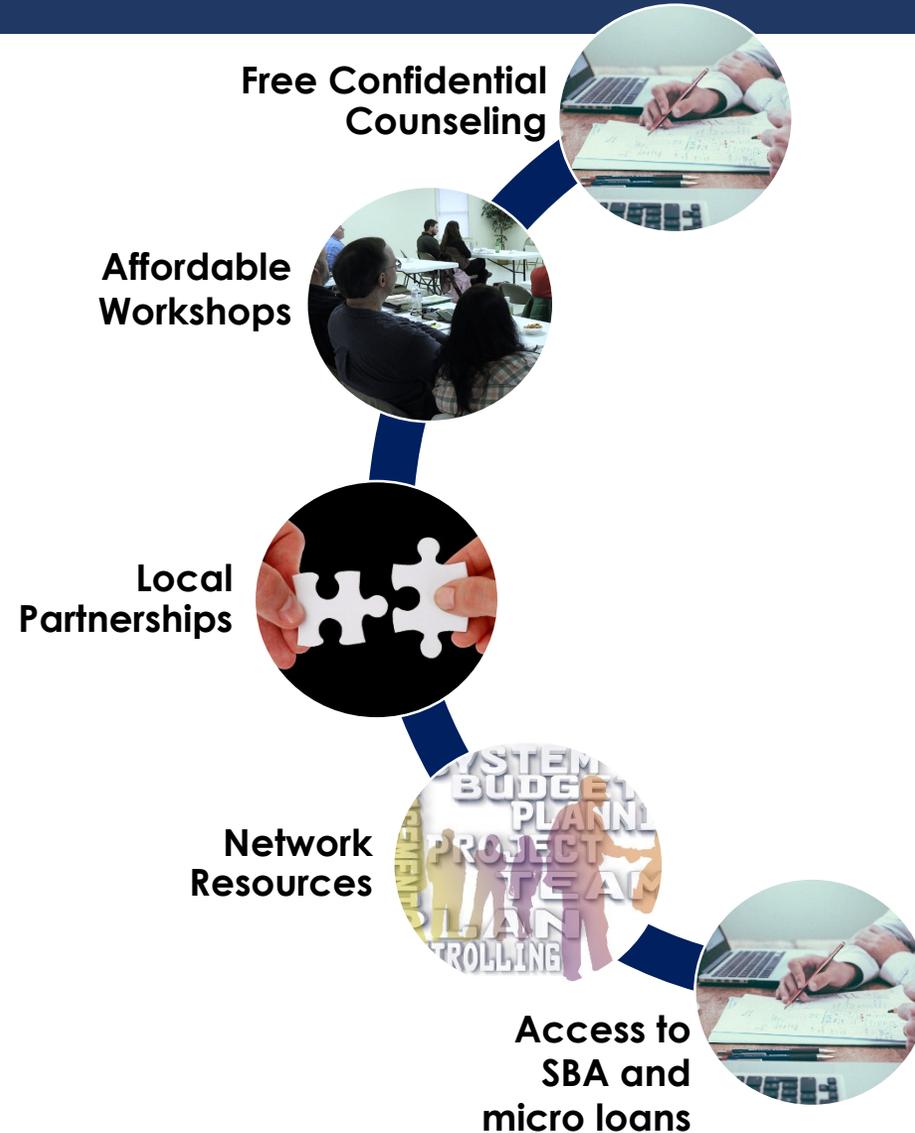
Include a Signature Page



Make sure you get a signed acknowledgement



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