

## Employee Handbook Template Example

We believe our continued success depends on teamwork. We know that great achievements are only possible from helping and respecting each other.

We believe in a clean and orderly restaurant. From after shift cleaning to the little wipes and cleaning made throughout the day, a clean restaurant is an appetizing restaurant.

We believe in doing business in a professional and orderly manner. While we promote a relaxed atmosphere we expect your focus to stay on the job while you are here.

We believe in being responsible to others and to ourselves. We do what we say we are going to do when we say we are going to do it. We believe in personal accountability and avoid blaming others when things don't turn out as planned.

### About this Handbook



This handbook is designed to help you get familiarized with Sunny Point Café. We want you to understand how we do business and how important you and every employee is in helping us take care of our guests and making this a rewarding place to work.

The policies stated in this handbook may change from time to time. It isn't flawless either. We've done our best to include as much information as possible in an easy-to-understand manner.

This handbook is not a contract, which guarantees your employment for any specific time. Either you or Sunny Point Café may terminate your employment at any time, for any reason, with or without cause or notice. Understand that no supervisor, manager, or representative of Sunny Point Café, other than the owner's of Sunny Point Café has the authority to enter into any agreement with you for employment for any specified period or to make any such promises or commitments.

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## Book Descriptions:

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In addition, a well-crafted employee handbook — regularly updated to keep pace with change — provides your existing team a foundation for continued growth and contribution. Whether you're addressing a new employee or a senior manager, defining clear expectations and frequently communicating policy changes is a strategy for handling promotions, highlighting benefits, mitigating workplace disputes, and terminating employment. The tone and content of your employee handbook constitute a statement of your company's values. For example, game developer Valve's 2012 employee handbook includes a glossary that references the acronym WFH "WFH Working from Home. What to do if a single snowflake falls out of the sky." Making your internal company guidelines and employee handbooks public is a form of content marketing and social PR that gives the public a more in-depth look at what drives your company. What you include in your handbook can be as varied as your company or organization's history and workplace culture. In the U.S., an employee handbook also often includes topics related to applicable state and federal employment laws and regulations as well as company-specific policies. The content in a handbook will vary greatly according to the company's location and its goal for the document. <http://chickenwild.com/upload/contents/images/case-ih-2388-service-manual.xml>

Here is a list of some employee handbook topics you might want to consider Introduction and welcome statement Purpose of the document Vision statement and organizational culture Mission statement Guiding values and history Board of directors and ownership information General employee information Standards of conduct Compensation and payroll policy Employee benefits

policy Employment termination policy Atwill employment policy Employee schedule policy Break policy Travel policy Attendance and absenteeism policy Performance reviews Dress code policy Personnel files and privacy policy Nepotism policy Computer and use of technology policy Social media policy Media and communications policy Disciplinary practices and dispute resolution Driving and mileage reimbursement policy Expense account information Confidentiality agreement Nondisclosure agreement Employee safety and security Antidiscrimination policy Harassment policy Sexual harassment policy Smoking policy Alcohol and substance abuse policy Solicitation and other employment Employee Handbook Preparation Checklist After you've received feedback from stakeholders involved in crafting your employee handbook and decided on the content to include, refer to the following checklist as you develop the document. Download Employee Handbook Preparation Checklist Employee Handbook vs. Employment Contract Though employee handbooks often cover topics like confidentiality, severance pay, and intellectual property policies as well as other legal topics, disclaimers, and common HR-related policy language, an employee handbook is not typically intended to serve as a binding legal agreement or employment contract. Typically, the signature page of your employee handbook signifies that the employee has received and reviewed the document, but does not alone create any contractual or employment relationship.

That said, it is fairly common for employee handbooks to be either directly or indirectly incorporated into or made part of an employee's employment agreement. Here are some of the crucial ones

- Startups It is recommended that any organization with more than five employees draft an employee handbook, as the dynamics of a company can change radically and become infinitely more complex once you have more than a few people involved.
- Family Businesses Having a written handbook can help members of a family business avert difficult disagreements that can affect relationships at home.
- A Growing Company Your company is growing and you are starting to add employees. Much like a startup, a growing company also experiences changing dynamics as it expands.
- An Outdated Handbook Your current handbook is outdated and you need a new version to maintain your overall vision and goals.
- Consistency You want to ensure that your managers and their teams are aware of and follow consistent policies.
- Legal Protection Having an employee handbook that lays out your company's policies and procedures can provide an added layer of legal protection in some situations. You can boost the effectiveness and ensure the reach of your company handbook by using a tool that allows you to store and manage all iterations of your company's policies in one central repository — and share the documentation with the relevant parties. Smartsheet is an enterprise work management platform that is fundamentally changing the way businesses and teams work. Over 74,000 brands and millions of information workers trust Smartsheet to help them accelerate business execution and address the volume and velocity of today's collaborative work. The familiar Smartsheet interface that is designed for how people actually work leads to rapid and broad adoption across your organization.

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Manual Template. And if you want to make these policies known to your company employees, you must use an effective manual developed from a good manual template such as the Employee Policy Manual Template Create it using a New Employee Training Manual Template for best results. Every rule followed by your company and every regulation that guides its working must be conveyed to the people employed with the company in an effective manner. You may like Staff Manual Templates. And that is why it's of utmost importance that you get the company's employee manual crafted in the best possible way. If you want to save on a few bucks you can opt for employee manual templates. You can also see Business Manual Templates. So, you can choose from a great variety of them available over the internet. Whether you like gaudy designs or uncomplicated content, you can get everything upon a sincere search. So, what makes you wait.

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handbook must include details like Business policies Employers expectations from employees What the employees can expect from your business Legal obligations Rules and regulations of the business The right of the employer and the employee The process to raise complaints if any. 4. How many pages should an employee handbook be. An employee handbook can be a maximum of 30 to 40 pages. If it is too long, then it might not get the attention it actually deserves.

Make sure that all your policies are clear and remember, do not assume that everyone will read the handbook cover to cover. 5. What makes a good Employee Handbook. The following points make a good employee handbook Adding the company cultures, a mission statement, and values Human resources rights Legal information Rights and obligations related to employment Realistic expectations from the company and employees The benefits one gets, etc. It contains relevant information about the company and it serves as a reference for any employees who have questions about the policies and procedures of the company. An employee manual must contain everything the employee needs to survive and thrive in the company. It's important to clarify these expectations to the employees so that You have concrete evidence to support you when dealing with insubordinate employees If you read any employee handbook examples, you'll see all of the significant information written in them. Therefore, the employees can't say that they "didn't know" that they did something wrong. In cases where you need to discipline or even fire an insubordinate employee, you can use the employee manual as proof of the wrongdoing. Your company isn't at risk for litigation The employee handbook is official documentation of your company. Although it isn't as powerful as an employment contract, it can help protect you in legal battles like when an employee sues you for wrongful termination. You can have a dialogue with your employees The handbook also serves as a baseline so that you can start a dialogue with your employees when issues arise. For instance, if one of your employees needs to take some time off to attend a funeral for a family member, discuss the leave procedure using the handbook as a reference. The employee handbook also serves as the structure for your companies policies, therefore, making them clear so everybody's on the same page.

When you document your rules, guidelines, and policies properly, the likelihood of your employees following them increases. An employee handbook template is a type of document which contains the mission, vision, expectations, and policies of the company. Employers need to create this handbook to make everything clear for their employees. Here is the basic information to include in this template Employment Basics This is the most informative part of the handbook. It's meant to establish all of the basic information related to employment. This section provides the employees with a better idea of the terms written on their contracts and their job classifications. If the employee has basic questions, he may refer to this section. In this section, you can also include information about the recruitment process and the basic attendance rules. Consider these ideas The types of employment contracts Information about equal opportunity employment The processes of selection and recruitment State all of the attendance rules too, as these are very important Workplace Policies In this section, describe your workplace in its entirety. In other words, talk about all of the conditions that your employees work in. Include relevant policies such as health and safety, antiharassment, and more. This encourages a pleasant and lawful environment in your office where your employees thrive. Although this employee handbook template contains the basic information, you can customize it and add any other information which you think you need. Here is some basic information to include in this section Data protection and Confidentiality Violence and Harassment Workplace Health and Safety Code of Conduct For this section, provide your employees with an entire framework to base their behaviors. Create an outline of how you expect your employees to treat each other whether they're partners, colleagues, clients or even external stakeholders.

This section is all about creating a professional and safe work environment for all of your employees. The basic information to include in this section are Dress code Digital Devices and Cyber Security

Dealing with Conflict of Interest Fraternization and Employee Relationships Employment of Family Members and Relatives Visitors in the Workplace Distribution and Solicitation Development and Compensation In this section, you explain how you compensate and reward your employees for all the hard work they do. Also, discuss the different ways on how you plan to help your employees develop and move forward in their career. Through the policies in your employee handbook, your employees see how much you value them. When they see this information, your employees will feel motivated to keep doing their best all the time. When writing this section, include these basic points Payroll and Compensation Status Performance Management Employee Development and Training Programs Perks and Benefits Most of the time, employees aren't aware of all the perks and benefits offered by their company. That's why it's important to include all of this information on your employee handbook for the benefit of your employees. In this section, your employees can learn more about the full extent of what they earn aside from their basic compensation. Make sure to include Worker's Compensation Work from Home Option Daily Living Expenses Company Car Parking Privileges Equipment Issued by the Company Working Hours, Vacations, and PTO This section is one of the most important sections in the handbook. When employees join your company, they want to know how much time they have to spend on work and how much free time they have. Again, you can include as much information as you see fit in this section.

Just make sure to include the basics such as Working Hours and PTO or Paid Time Off Sick Leave Bereavement Leave Parental Leave Holidays Voting and Jury Duty Employee Termination and Resignation Finally, it's also important to include details about when employees leave the company. These processes are especially important if the termination or resignation comes with a disciplinary issue. A wellmade sample employee handbook begins with a good outline. If you don't know where to start, you may download this sample employee handbook. Use it for your own employee handbook or use it as a reference for when you make your own template. For you to write the employee manual, you must have a comprehensive understanding of the company, its culture, its mission, and vision. Although employee handbook examples differ, they do share a number of similar qualities They're informative which means that they contain everything from basic information to survive the daily grind to all of the policies and procedures of the company. They're easy to read and interesting. So instead of using technical terminologies and jargon, it's better to use simple wording that's easy to understand. They're designed to represent the entirety of the company accurately. Keep the tone light and fun while still providing all of the relevant information. Your handbook must always remain updated with the local, state, and federal laws. To do this, you must also keep yourself updated, especially when it comes to changes in laws. Apart from the laws, work policies, practices, and procedures may change as well. For instance, the management might decide to agree that employees may only send a text message to their supervisor when they're sick. If your current handbook states that they must call, then you should modify this information.

Here are some steps to guide you when you make changes or updates to your employee handbook Review your current handbook It's important to review your current handbook regularly to check whether you need to make any changes. The information in the handbook must always align with the norms of the company and with all the laws. If needed, do research or ask questions about the laws to ensure that your handbook remains uptodate. Create a draft of the new policy When creating the draft, use clear and concise language. If you think that some employees might not understand the new information, include an example to explain it better. Also, make sure that all of the department managers understand the change in case their subordinates ask any questions. If you're planning to make a big change in the policies, set a meeting to discuss it first In cases where you need to make a huge modification such as a change in leave or compensation policies, set a meeting to discuss it first. In the meeting, explain the new policy, answer any questions about it, then if everyone agrees, create the draft regarding the new information. If you're planning to make a change in one of the more controversial policies, set a meeting to explain everything about it to your employees before

you finalize and enforce the policy. Then ask the employees to sign a form stating that they received the information and understand the changes. Even if it's a small change, announce it. For smaller changes which you've already implemented unofficially, just write them down and include them in your handbook. Then announce the formal change through email and include a link or a PDF file of the updated handbook. TemplateLab is not a law firm or a substitute for an attorney or law firm. Use of TemplateLab is subject to our Terms of Service and Privacy Policy.

Facebook Twitter Pinterest LinkedIn Email The employee handbook, also referred to as the staff handbook or employee manual is a document containing a set of procedures, behavioral expectations, policies and working conditions that employees should observe when in a specific workplace. Likewise, it explains what employees should expect from their employers. Table of Contents What to include in the Employee handbook. Difference Between the Company policy and employee handbook Employee Handbook Examples Tips for Employee Handbook What to include in the Employee handbook. Introduction to the company and its values This section includes the history of the company, its founders, as well as its objectives. It also consists of a precise company mission statement as well as additional insight into the company's culture. Moreover, it states what to prioritize while in the workplace, continues education and autonomy. Therefore, the primary role of this section is to provide an understanding of the company matters and reasons to be glad to be part of the team. Code of conduct Here, you provide your employees with a more indepth overview of details regarding compliance and ethics. Thanks to a code of conduct, you will be able to clearly explain the company's values as well as the expected behavior with your fellow employees and leaders. With these rules, you will be able in a position to relatively regulate as well as gauge a person's behavior. Other things you can include in the code of conduct are; Substancefree workplace policy Antidiscriminatory policy Disciplinary action Dress code policy Antiharassment policy Office environment In this section, the employee handbook states when, where, and how your employees should carry out their activities.

Some of the topics to cover include; Work hours Ways of keeping the workplace safe Workfromhome policy Use of the company equipment Break and lunch periods Benefits and compensation policy In this section, you should state essential information such as salary, increase in compensation for particular job descriptions as well as payroll deductions. The payroll deductions include local and federal taxes as well as other voluntary deductions for personal benefits. Moreover, the payment schedule for each employee, either bimonthly or monthly, should be included. This section explains what your employees their benefits about stocks, vision, dental, health care, life insurance, among numerous other issues. You should also include the benefits, including commuter benefits, 401k plans, employee referral bonuses, parking, and tuition reimbursement. Leave policy The employee handbook should clearly explain each of your employee's unpaid and paid vacation time. Furthermore, it should state the duration they get for sick time, paid family leave as well as medical leave. There are some policies, for example, family medical leave, which are put in place by state officials. Therefore, you need to follow the set standards as the rest of the businesses in your region. Confidentiality policy and nondisclosure agreement Your employee handbook should contain a confidentiality clause to make sure your employees do not misuse your client's private information or your company's internal operations. There are specific details which your company is required to protect. Therefore, you should come up with a list and make sure all your employees are well aware of this to know the information they must never share. Some of these details include information about your client, the firm's internal business plan as well a financial account details on your employees.

New hire and separation policy Here, you should inform your new employees if they should wait to get their benefits as well as the duration this will take. Also, this should include details about the progressive discipline policy and the steps that should be taken if the employee wishes to quit.

Stating the discipline steps enables you to establish prohibited behavior and ensures you remain fair. Furthermore, you should indicate how long an employee needs to wait for their benefits in the event they get terminated. Difference Between the Company policy and employee handbook Company policy is a comprehensive manual that explains each aspect of how the company operates. Whereas you might give employees this policy when they join your company, supervisors and managers are the ones who typically use it to get clarification on a matter that needs to be well understood. Some of the information in the company policy includes safety measures and disciplinary issues. The employee handbook, on the other hand, is written mostly to address the employees. Additionally, it takes a simpler approach, hence a lot easier for employees to refer to it when looking for clarification. With an employee handbook, you get to reduce the amount of confusion within your company in all your undertakings. Employee Handbook Examples Employee Handbook Example 01 Download Employee Handbook Example 02 Download Employee Handbook Example 03 Download Tips for Employee Handbook Make it easy to understand You should make your employee handbook easy to read and comprehend. Thus, you should make use of short sentences and paragraphs. Additionally, whereas you might need to include some legal terms, try and simplify it as much as possible and encourage your employees to come to you any time they have a question. Make your employee handbook simple to navigate Before writing the employee handbook manual, write a clear outline that elaborates everything that is included.

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