

Name:

Date:

Class:

Employee Handbook

Skill:

- Analysis (AN)

Time on Task:

- 40–50 minutes

Goal/Purpose:

• The goal of this activity is to develop an employee handbook for your business. *As you start your own business, you will be hiring staff, and when the staff becomes larger, you will need to develop an employee handbook. Describe your business and prepare an abbreviated employee handbook for your business. Using the employee handbook as a guide below, choose at least three sections to prepare a written employee handbook explaining your business guidelines or policies. Your instructor will inform you about the appropriate method of submission. This information may be reported to the class according to your instructor's guidelines, so be sure to provide enough information to facilitate a discussion.*

1. Describe your business.

Answer:

2. Begin creating your employee handbook using separate sheets of paper. The handbook should include a minimum of three section topics with a description of your business policies. Use the following chart to help create each section.

Employee Handbook

Sections	Descriptions
Employee Safety and Security	Company's commitment to safety, security procedures, anti-harassment guidelines, evacuation procedures
Compensation	Payroll practices, incentives, performance-based compensation, retirement plan options, overtime, wage or salary increases
Attendance	Time-keeping practices, vacation and sick days, lunch and breaks, hours of operation, medical leave

Sections	Descriptions
Benefits	Insurance offered, Social Security contribution, disability, tuition reimbursement, flextime options
Policies	Substance abuse, nondiscrimination, employee dress code, use of company property, Internet use, personnel records kept, workplace privacy, observed holidays
Procedures	Performance evaluations, employee complaints, company forms, supplies, telephone policies
Employee Communication	Staff meetings, board meetings, company newsletter, suggestion box, bulletin board