



The Employee Handbook

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Disclaimer

The materials and information contained herein are intended only to provide general information and in no way constitute legal advice. If you have specific questions or concerns, please consult legal counsel.

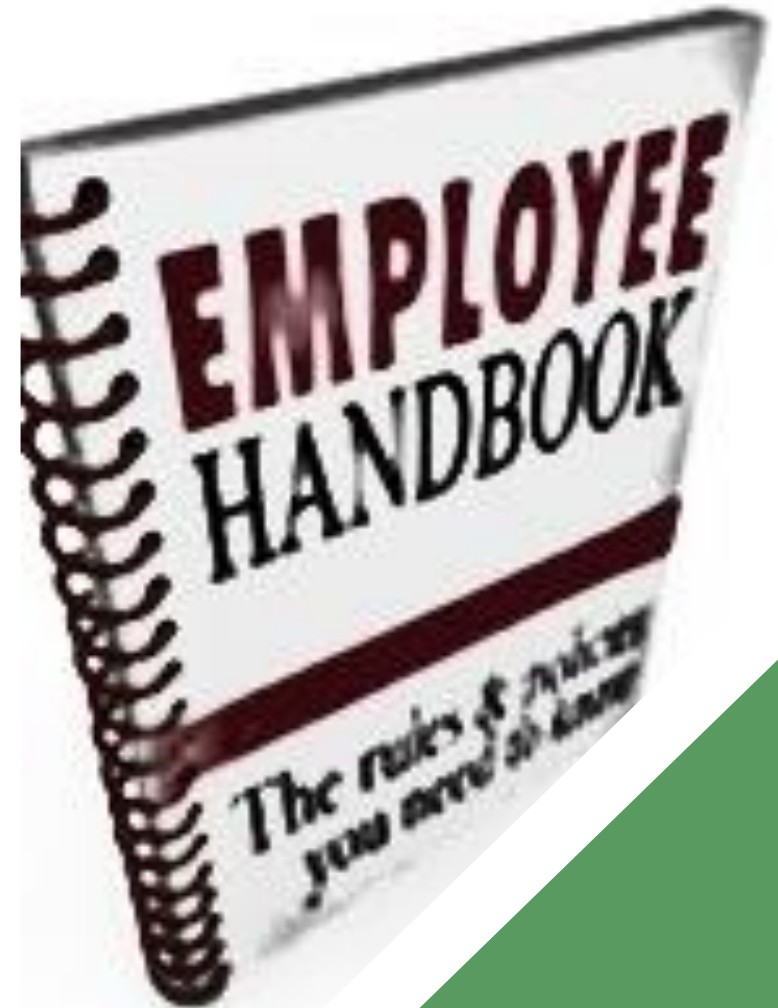
Finally, this presentation is current as of the date of this presentation, and the information contained herein is subject to change.

Purpose of a Handbook

- G** Give an overview of who we are and our culture
- U** Understand baseline rules
- I** Individual Resource for out of ordinary questions/concerns
- D** Demonstrate our intent to comply with regulations/laws
- E** Educate staff of items that are BLACK & WHITE

What a Handbook is **NOT?**

- Not a contract
- Not a promise of continued employment
- Not the “end all be all” of organization’s policies



Employee Handbooks - The Why

Introduces Employees to
the Organization's
Culture, Mission, and
Values

Communicates to
Employees What is
Expected of Them

Educates Employees
About What They Can
Expect From
Management and
Leadership

Helps Ensure Key
Company Policies are
Clearly and Consistently
Communicated

Ensures Compliance
with Federal and State
Laws

Helps Defend Against
Employee Claims

Lets Employees Know
Where to Turn for Help

Employee Handbooks – The What

Several key components

(some regulations depend on Employer Size)

The Must Haves....

- General Employment Information
- Anti-Discrimination
- Compensation
- Work Schedules
- Standards of Conduct
- Leave Policy
- Safety & Security

Employee Handbooks - The When



DURING EMPLOYEE
ORIENTATION



COMPENSABLE TIME



ALLOWS FOR DIALOGUE
AND ENGAGEMENT

Essential Handbook Statements

- Employment at Will
- Disclaimers
- Harassment/Discrimination Policies
- Wage and Hour Safe Harbor Statement
- Workers Compensation Opt-Out Provision for Employees in Texas (or non-subscriber statement)
- FMLA/USERRA Policies
- Disciplinary Policies



Importance of Disclaimers

“This manual is intended to provide general guidelines only and does not create contractual rights.”

“Company reserves the right to alter, amend, modify, or terminate these policies at any time in its sole discretion.”

“This Guide does not guarantee continued employment nor does it represent an employment contract, express or implied. Employment is At Will.”



DOL Wage and Hour Inserts

- Definition of a Regular Workweek for your company
- Wage and Hour Safe Harbor Policy
 - https://www.dol.gov/whd/overtime/fs17g_salary.htm
- Statement on overtime – when and how is it approved
- Definition of Exempt and Non-Exempt employees



Also
Consider.....

Social Media Policies

Dress Code Policies

Use of Equipment/Vehicles

Not to be Included in Handbook



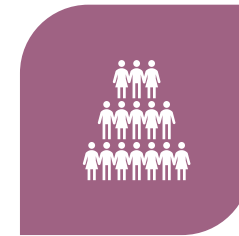
DAY TO DAY OPERATIONAL
INSTRUCTIONS



JOB DESCRIPTIONS OR
JOB-SPECIFIC
EXPECTATIONS



BENEFITS INFORMATION



INSTRUCTIONS FOR
MANAGERS/SUPERVISORS



ANY "AGREEMENT"
LANGUAGE

Handbooks - A Tool to Assist.....



Progressive Disciplinary Policy



**Harassment and Discrimination
reporting and investigation
policy**



**Importance of following
policies in handbook**



Question & Answer
Time



Thank you for your time

We appreciate the opportunity to share with you.

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