

Free pdf Lowes employee handbook [PDF]

one of a company's most important communication tools is the employee handbook but creating or revising one can be an overwhelming job it must be legally sound up to date clearly written and comprehensive this ready to use guidebook now in its second edition practically writes the handbook by itself human resources professionals will appreciate its checklists that guide them every step of the way and make sure all bases are covered step by step instructions that make information easy to understand and help avoid mistakes more than 400 sample policy statements all in use by actual companies and ready to go as is or to revise as needed plain english explanations of federal and state regulations with practical suggestions for implementation one of your company's most critical communication tools in the employee handbook but creating or revising one can be an overwhelming job the final document must be legally sound up to date clearly written and comprehensive this ready to use guidebook now in its second edition takes you through the whole process and helps you deal with all the questions and issues that will arise this concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day it guides employers in the development of a cohesive personnel program that is tailored to meet their companies unique needs and goals the author explicates potentially confusing matters such as employment at will equal opportunity sexual harassment the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight stressing the importance of consistency and documentation he addresses the full range of personnel issues an invaluable resource for any business that doesn't have a personnel expert on staff cd contains sample employee handbooks federal regulations and laws forms for complying with government programs and worksheets for assessing personnel needs and goals drafting an employee handbook is a user friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes most businesses adopt a reactive approach to addressing employment policies only worrying about them after an issue arises or someone complains however a well written handbook can be a forceful shield against potential grievances and costly litigation moreover it can improve employee morale increase productivity and forestall complaints drafting an employee handbook is a must have for human resources professionals in house legal counsel compliance officers supervisors or any employer who wants to learn how to create better business practices minimize workplace disruption and improve employer employee relations written by an experienced labor and employment attorney this easy to follow guide explains the advantages of having an employee handbook and the risks of not having one you will learn how to draft new policies update existing ones and watch for legal compliance complete with sample policies and forms this book will instruct you on how to create and enforce an employee handbook that fits your needs this title contains a book and cd rom if you have employees you need employment policies in writing distributed to every employee the us supreme court has ruled that businesses can protect themselves against damages and liability against employee lawsuits by providing clear written policies covering the rights and responsibilities of their employees our employee handbook template is the ideal solution to produce your own handbook in less than an hour the companion cd rom in ms word contains the template which you can easily edit for our own purposes just fill in the blank the book discusses various options you may have in developing the policies our employee handbook has been edited and approved by lawyers specialising in employment law developing your own handbook now couldn't be easier or less expensive increase your employees productivity and save time and money with your employee handbook manufacturers version your employee handbook manufacturers version was created for companies that employ semi skilled and skilled workers in a manufacturing or distribution environment this version also covers professional clerical and managerial employees in addition to line positions the policies are written to emphasize the importance of workers being alert and ready for their shift reliable attendance the necessity of on the job training following supervisory instruction and asking questions related to the project the policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards as well as manufacturer specific policies such as licenses and certifications welding field assignment pay safety fall protection and protective equipment policies it also covers call in procedures inclement weather policies safety awareness hours of work and attendance adherence to quality standards workplace security and more unlike other employee handbook products your employee handbook for healthcare providers is a complete human resources

system that provides you with all the tools you need for effective staff management your employee handbook manufacturers version was especially written for small manufacturing businesses with 100 employees or less it was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law when you purchase your employee handbook manufacturers version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys increase your employees productivity and save time and money with your employee handbook healthcare version your employee handbook healthcare version was created for medical professionals such as physicians dentists labs testing facilities and other similar businesses that offer healthcare services from management to hourly workers the policies and procedures are written to emphasize patient service and procedures hipaa privacy standards and patient interaction with sensitivity to the unique needs of a care oriented business the handbook features policies specific to medical offices such as patient flow procedures privacy guidelines in addition to hipaa a professional standards statement mail telephone patient welcome procedures medical office patient preparation emergency situations and more the policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook for healthcare providers is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook healthcare version was especially written for small manufacturing businesses with 100 employees or less it was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law when you purchase your employee handbook healthcare version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of

them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys increase your employees productivity and save time and money with your employee handbook retailers version your employee handbook retailers version was created especially for companies that employ retail sales management and administrative workers the system includes dozens of ready to use policies written and edited for clarity and to comply with federal and state law policies include hiring terminations flexible work schedules family leave policies solutions for reduced hours and customer service standards as well as retail specific policies such as enhanced security robberies cash handling customer contact and more the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook retailers version is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook retailers version was especially written for small businesses that employ less than 100 people and was reviewed by a practicing expert in the the field of human resources and an attorney with a specialty in employment law when you purchase your employee handbook retailers version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys maximize employee performance whether your workers are on site or remote confronting employees about poor performance is an ordeal dreaded by managers and hr pros everywhere the possibility of emotional outbursts and the specter of a lawsuit leaves even many experienced managers at a loss the employee performance handbook is a complete how to guide for managing employee performance packed with practical and legal advice this book offers smart strategies that will help get the most out of your employees and avoid legal trouble you ll learn how to identify problems early on decide when discipline is necessary choose the right response to a problem engage employees in improving performance fire employees when necessary protect against wrongful termination lawsuits and manage a remote workforce effectively with downloadable forms you can download sample policies sample forms checklists skills building exercises and more details inside have you ever looked at your company s employee handbook and had questions about your rights instead of all the company s rules and policies do you really know the rules for workplace survival and success have you ever had a question about what your rights are when looking for job while you have been on the job of after you have lost a job this is your real employee handbook it tells you what your boss will not tell you this book is written by a lawyer with over 30 years of experience counseling employees about every day issues that arise in american workplaces and is largely a collection of common questions and answers ranging from the very basic what can a prospective employer ask me to the more challenging what should i do if i receive unfair discipline or suspect i am going to be

fired to the ultimate should i call a lawyer and how do i find a good one a great gift for people entering the workforce while you may have been given an employee handbook by an employer this book is the real handbook that you need to succeed uk personnel management guide for the preparation of a workers induction manual of general information concerning working conditions staff regulations work rules etc includes diagrams and illustrations increase your employees productivity and save time and money with your employee handbook restaurant version your employee handbook restaurant version was specifically created for non union restaurant or food service businesses the system includes dozens of ready to use policies and procedures written and edited for clarity to comply with federal and state law the policies include hiring terminations family leave policies solutions for reduced hours and professional conduct standards in addition to restaurant specific policies such as work schedules tipping and tip pools hygiene grooming safety customer contact and other policies related to front of house and professional kitchen staff the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook restaurant version is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook restaurant version was especially written for small businesses with less than 100 employees by a practicing expert in the human resources field and reviewed by an attorney with a specialty in employment law when you purchase your employee handbook restaurant version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys what all great companies have in common is a well defined set of rules recorded in an easily accessible employee handbook the small business guide to creating your employee handbook provides you with all the information you need to create an understandable set of rules and regulations for your employees to follow new and current employees will appreciate the information you set out in your employee handbook it not only provides your employees with company policies but also provides protection against unfair treatment discrimination and legal claims your handbook will be a valuable communication tool for both your business and your employees this step by step guide will help you define professional conduct establish health and safety requirements describe group and other benefits and construct social media policies it also provides information on how to make a nondisclosure agreement so employees cannot give information about your company to your competitors while they are employed by you or after they leave the download kit included with this book contains easy to use forms to help you as you prepare your small business s very own employee handbook increase your employees productivity and save time and money with your employee handbook office version your employee handbook office version was created for contractors builders plumbers electricians and other skilled trades the system includes dozens of ready to use policies written and edited for clarity and with the understanding that quality skilled craftsmen are valuable assets to any company from management to hourly workers the employees in this industry are self directed and are required to make more decisions than employees in other industries the policies include updated hiring

termination performance evaluations and payroll disciplinary procedures and general company standards the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook office version is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook office version was especially written for small businesses with less than 100 employees by a practicing expert in the human resources field and reviewed by an attorney with a specialty in employment law when you purchase your employee handbook office version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys will update this new handbook tells us where we should begin in adjusting our work approach for the next millennium increase your employees productivity and save time and money with your employee handbook contractors version your employee handbook contractors version was created for contractors builders plumbers electricians and other skilled trades the system includes dozens of ready to use policies written and edited for clarity and with the understanding that quality skilled craftsmen are valuable assets to any company from management to hourly workers the employees in this industry are self directed and are required to make more decisions than employees in other industries the contractor version was written to give guidelines that emphasize safety and adherence to standards for productivity on the job site the policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards as well as contractor specific policies such as licenses and certifications welding field assignment pay jobsite safety and behavior fall protection safety and protective equipment policies the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook for healthcare providers is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook contractors version was especially written for small manufacturing businesses with 100 employees or less it was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law when you purchase your employee handbook contractors version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional

discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without penalties your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys rev 050513a employers use the policies in an employee handbook to protect themselves from lawsuits such as harassment claims wrongful termination claims and discrimination claims employee handbooks generally contain a code of conduct for employees that set guidelines around appropriate behavior for the individual workplace

Employee Handbook

1957

one of a company's most important communication tools is the employee handbook but creating or revising one can be an overwhelming job it must be legally sound up to date clearly written and comprehensive this ready to use guidebook now in its second edition practically writes the handbook by itself human resources professionals will appreciate its checklists that guide them every step of the way and make sure all bases are covered step by step instructions that make information easy to understand and help avoid mistakes more than 400 sample policy statements all in use by actual companies and ready to go as is or to revise as needed plain english explanations of federal and state regulations with practical suggestions for implementation

Pointers on Preparing an Employee Handbook

1977

one of your company's most critical communication tools in the employee handbook but creating or revising one can be an overwhelming job the final document must be legally sound up to date clearly written and comprehensive this ready to use guidebook now in its second edition takes you through the whole process and helps you deal with all the questions and issues that will arise

Employee Handbook and Personnel Policies Manual

2014

this concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day it guides employers in the development of a cohesive personnel program that is tailored to meet their companies unique needs and goals the author explicates potentially confusing matters such as employment at will equal opportunity sexual harassment the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight stressing the importance of consistency and documentation he addresses the full range of personnel issues an invaluable resource for any business that doesn't have a personnel expert on staff cd contains sample employee handbooks federal regulations and laws forms for complying with government programs and worksheets for assessing personnel needs and goals

How to Develop an Employee Handbook

2006-10-22

drafting an employee handbook is a user friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes most businesses adopt a reactive approach to addressing employment policies only worrying about them after an issue arises or someone complains however a well written handbook can be a forceful shield against potential grievances and costly litigation moreover it can improve employee morale increase productivity and forestall complaints drafting an employee handbook is a must have for human resources professionals in house legal counsel compliance officers supervisors or any employer who wants to learn how to create better business practices minimize workplace disruption and improve employer employee relations written by an experienced labor and employment attorney this easy to follow guide explains the advantages of having an employee handbook and the risks of not having one you will learn how to draft new policies update existing ones and watch for legal compliance complete with sample policies and forms this book will instruct you on how to create and enforce an employee handbook that fits your needs

Producing an Employee Handbook

1989-01-01

this title contains a book and cd rom if you have employees you need employment policies in writing distributed to every employee the u s supreme court has ruled that businesses can protect themselves against damages and liability against employee lawsuits by providing clear written policies covering the rights and responsibilities of their employees our employee handbook template is the ideal solution to produce your own handbook in less than an hour the companion cd rom in ms word contains the template which you can easily edit for our own purposes just fill in the blank the book discusses various options you may have in developing the policies our employee handbook has been edited and approved by lawyers specialising in employment law developing your own handbook now couldn t be easier or less expensive

How to Develop an Employee Handbook

1998

increase your employees productivity and save time and money with your employee handbook manufacturers version your employee handbook manufacturers version was created for companies that employ semi skilled and skilled workers in a manufacturing or distribution environment this version also covers professional clerical and managerial employees in addition to line positions the policies are written to emphasize the importance of workers being alert and ready for their shift reliable attendance the necessity of on the job training following supervisory instruction and asking questions related to the project the policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards as well as manufacturer specific policies such as licenses and certifications welding field assignment pay safety fall protection and protective equipment policies it also covers call in procedures inclement weather policies safety awareness hours of work and attendance adherence to quality standards workplace security and more unlike other employee handbook products your employee handbook for healthcare providers is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook manufacturers version was especially written for small manufacturing businesses with 100 employees or less it was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law when you purchase your employee handbook manufacturers version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys

How to Prepare and Write Your Employee Handbook

1984

increase your employees productivity and save time and money with your employee handbook healthcare version your employee handbook healthcare version was created for medical professionals such as physicians dentists labs testing facilities and other similar businesses that offer healthcare services from management to hourly workers the policies and procedures are written to emphasize patient service and procedures hipaa privacy standards and patient interaction with sensitivity to the unique needs of a care oriented business the handbook features policies specific to medical offices such as patient flow procedures privacy guidelines in addition to hipaa a professional standards statement mail telephone patient welcome procedures medical office patient preparation emergency situations and more the policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook for healthcare providers is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook healthcare version was especially written for small manufacturing businesses with 100 employees or less it was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law when you purchase your employee handbook healthcare version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys

Complete Employee Handbook

2007-08-20

increase your employees productivity and save time and money with your employee handbook retailers version your employee handbook retailers version was created especially for companies that employ retail sales management and administrative workers the system includes dozens of ready to use policies written and edited for clarity and to comply with federal and state law policies include hiring terminations flexible work schedules family leave policies solutions for reduced hours and customer service standards as well as retail specific policies such as enhanced security robberies cash handling customer contact and more the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook retailers version is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook retailers version was especially written for small businesses

that employee less than 100 people and was reviewed by a practicing expert in the the field of human resources and an attorney with a specialty in employment law when you purchase your employee handbook retailers version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys

The Employee Handbook

1991

maximize employee performance whether your workers are on site or remote confronting employees about poor performance is an ordeal dreaded by managers and hr pros everywhere the possibility of emotional outbursts and the specter of a lawsuit leaves even many experienced managers at a loss the employee performance handbook is a complete how to guide for managing employee performance packed with practical and legal advice this book offers smart strategies that will help get the most out of your employees and avoid legal trouble you ll learn how to identify problems early on decide when discipline is necessary choose the right response to a problem engage employees in improving performance fire employees when necessary protect against wrongful termination lawsuits and manage a remote workforce effectively with downloadable forms you can download sample policies sample forms checklists skills building exercises and more details inside

Drafting an Employee Handbook

2011

have you ever looked at your company s employee handbook and had questions about your rights instead of all the company s rules and policies do you really know the rules for workplace survival and success have you ever had a question about what your rights are when looking for job while you have been on the job of after you have lost a job this is your real employee handbook it tells you what your boss will not tell you this book is written by a lawyer with over 30 years of experience counseling employees about every day issues that arise in american workplaces and is largely a collection of common questions and answers ranging from the very basic what can a prospective employer ask me to the more challenging what should i do if i receive unfair discipline or suspect i am going to be fired to the ultimate should i call a lawyer and how do i find a good one a great gift for people entering the workforce while you may have been given an employee handbook by an employer this book is the real handbook that you need to succeed

Design Your Own Effective Employee Handbook

2007

uk personnel management guide for the preparation of a workers induction manual of general information concerning working conditions staff regulations work rules etc includes diagrams and illustrations

The Employee Handbook

1990

increase your employees productivity and save time and money with your employee handbook restaurant version your employee handbook restaurant version was specifically created for non union restaurant or food service businesses the system includes dozens of ready to use policies and procedures written and edited for clarity to comply with federal and state law the policies include hiring terminations family leave policies solutions for reduced hours and professional conduct standards in addition to restaurant specific policies such as work schedules tipping and tip pools hygiene grooming safety customer contact and other policies related to front of house and professional kitchen staff the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook restaurant version is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook restaurant version was especially written for small businesses with less than 100 employees by a practicing expert in the human resources field and reviewed by an attorney with a specialty in employment law when you purchase your employee handbook restaurant version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys

Producing an Employee Handbook

1968

what all great companies have in common is a well defined set of rules recorded in an easily accessible employee handbook the small business guide to creating your employee handbook provides you with all the information you need to create an understandable set of rules and regulations for your employees to follow new and current employees will appreciate the information you set out in your employee handbook it not only provides your employees with company policies but also provides protection against unfair treatment discrimination and legal claims your handbook will

be a valuable communication tool for both your business and your employees this step by step guide will help you define professional conduct establish health and safety requirements describe group and other benefits and construct social media policies it also provides information on how to make a nondisclosure agreement so employees cannot give information about your company to your competitors while they are employed by you or after they leave the download kit included with this book contains easy to use forms to help you as you prepare your small business s very own employee handbook

Your Employee Handbook Manufacturers Version

2012-02-17

increase your employees productivity and save time and money with your employee handbook office version your employee handbook office version was created for contractors builders plumbers electricians and other skilled trades the system includes dozens of ready to use policies written and edited for clarity and with the understanding that quality skilled craftsmen are valuable assets to any company from management to hourly workers the employees in this industry are self directed and are required to make more decisions than employees in other industries the policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook office version is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook office version was especially written for small businesses with less than 100 employees by a practicing expert in the human resources field and reviewed by an attorney with a specialty in employment law when you purchase your employee handbook office version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without problems or penalties to your business your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by associations such as the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys

The Employee Handbook Kit

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Employee Handbook

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this new handbook tells us where we should begin in adjusting our work approach for the next millennium

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increase your employees productivity and save time and money with your employee handbook contractors version your employee handbook contractors version was created for contractors builders plumbers electricians and other skilled trades the system includes dozens of ready to use policies written and edited for clarity and with the understanding that quality skilled craftsmen are valuable assets to any company from management to hourly workers the employees in this industry are self directed and are required to make more decisions than employees in other industries the contractor version was written to give guidelines that emphasize safety and adherence to standards for productivity on the job site the policies include updated hiring termination performance evaluations and payroll disciplinary procedures and general company standards as well as contractor specific policies such as licenses and certifications welding field assignment pay jobsite safety and behavior fall protection safety and protective equipment policies the system also includes dozens of ready to use policies written and edited for clarity and to meet all federal and state guidelines unlike other employee handbook products your employee handbook for healthcare providers is a complete human resources system that provides you with all the tools you need for effective staff management your employee handbook contractors version was especially written for small manufacturing businesses with 100 employees or less it was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law when you purchase your employee handbook contractors version you get access the editable word file no re typing and the employer s poster kit online at no additional charge with free registration to our website as a registered purchaser you receive free forever access to your purchased files special reports the reference library and policy vault and get notices of upgrades and revisions see the instruction pages of the handbook for the registration link to our site as you hire people to help handle your success the task of managing your employees can take more time and effort than any other part of running a business very few small business owners even consider an employee handbook until something goes wrong but there are many important reasons why you need one reasons that will save you time and money managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem it will increase performance and productivity in your employees here are a few examples professional discipline and termination practices safeguard your business from lawsuits reduce unemployment and workers comp premiums keep morale high with clear standards for performance fair and legal vacation policies motivate employees to do their best performance evaluations increase morale and eliminate conflicts your employees do their jobs without constant supervision freeing you to focus on growing your business employees work best when they know exactly what is expected of them having specific goals to work toward helps them measure how well they are doing in their positions it will also help you to either improve the performance of your weakest links or terminate them without penalties your employee handbook is recommended by entrepreneur com and fortune small business magazine it s endorsed by the wisconsin home builders association and uniform retailers association and used by thousands of small businesses including attorneys rev 050513a

Guide for Employee Handbook Policies

2012-01-01

employers use the policies in an employee handbook to protect themselves from lawsuits such as harassment claims wrongful termination claims and discrimination claims employee handbooks generally contain a code of conduct for employees that set guidelines around appropriate behavior for the individual workplace

Your Employee Handbook Healthcare Version

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The Employee Performance Handbook

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The Real Employee Handbook

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The Complete Employee Handbook Made Easy

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