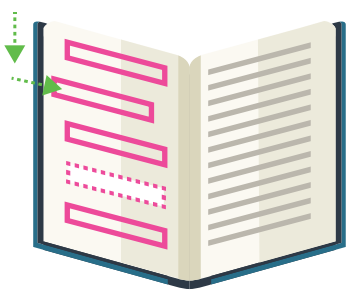
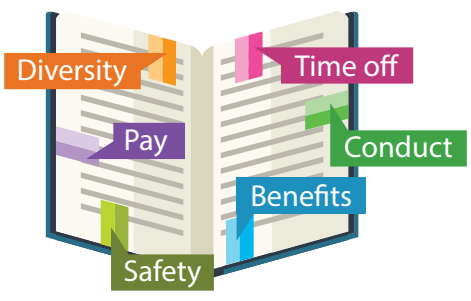
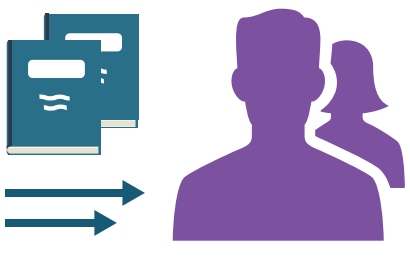
XpertHR

The Dos and Don'ts of
Creating and Implementing an Employee Handbook

DO		DON'T
Ensure expectations of employees are communicated clearly and consistently.	**Considering whether or not to have an employee handbook**	Try to cover all employment-related situations. Leave room for flexibility.
Consult with key members of your company and research legal requirements and trends.	**Assembling** 	Have a one-size-fits-all handbook if different groups of employees or departments require different work rules.
Include a clear and conspicuous disclaimer stating that the handbook is not a contract, does not alter employment at-will status and is subject to change.	**Topics to Include** 	Overlook differences in federal, state and local law.
Make the handbook user-friendly, written in a casual easy-to-understand tone.	**Drafting the Provisions**	Go into a great deal of detail on policies and be too specific. Aim to keep policies general.
Obtain a written acknowledgment and consent from each employee that they have reviewed, read the handbook and understand its terms and provisions.	**Distribution** 	Forget to have the employee handbook reviewed by an attorney to make sure it is legally compliant.
Be sure to address multistate aspects of topics such as equal employment opportunity, discrimination and harassment, leaves, meal and rest breaks.	**Updating**	Neglect to address state or municipal differences even if there is only one employee who works in a particular state or city.
Think of the handbook as a living document and one that will evolve as law, society and your business changes and develops.	**Bonus Tips: For Multistate Employers**	Make policies overly complicated, confusing and detailed in attempting to revise old policies with new information.

Tips are courtesy of XpertHR:
Get more employee handbooks dos and don'ts at **bit.ly/HB_Dos_Donts**

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