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Create Your Own Employee Handbook: A Legal and Practical Guide

Lisa Guerin, Amy Delpo

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Whether your business has a few employees or several thousand, providing them with a handbook that spells out your company's benefits, policies and procedures makes great sense, practically and legally.

Create Your Own Employee Handbook provides all the information and policies managers, HR professionals and business owners need to create their own reader-friendly guide. Each chapter covers a different topic, including:

*at-will employment
*hiring
*pay and payroll
*workdays and hours
*performance evaluations
*benefits
*discrimination and harassment
*complaints and investigations
*leave health and safety
*substance abuse
*privacy in the workplace
*discipline

Each chapter first explains the legal and practical considerations that apply to its topic, then supplies sample policies that readers can use as-is or tailor to meet their needs. A CD-ROM lets readers cut-and-paste the policies to create their own handbook instantly.

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