

Employee Handbook Best Practices: An Introduction

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Employee handbooks or manuals are a critical component of an effective personnel management program.

Therefore, it is important for employers to be familiar with the legal guidelines for drafting, revising, and disseminating employee handbooks.

This post is the first in a series devoted to best practices for drafting an employee handbook (or manual).

First, it is important to point out the numerous advantages of an employee handbook. In particular, a handbook is an effective means to:

- *Establish legal compliance/protections*
- *Disseminate operational policies*
- *Create a platform for management to “sell” the company*
- *Communicate corporate culture*
- *Convey corporate expectations*
- *Avoid outside interference*
- *Provide a reference tool for employees*
- *Provide a reference tool for management*

Although employee handbooks provide numerous advantages to employers, as with all legal tools, they are not without drawbacks. While professionally written policies can minimize an organization’s liability, poorly crafted materials are a potential source of liability.

While the posts in this series will provide employers with the knowledge and tools to ensure that their handbooks afford the maximum protection, the laws regarding an employer’s duties and responsibilities arising under an employee handbook are complex. Therefore, an experienced attorney should be contacted to review individual circumstances.

PA and NJ companies-- When was the last time your employee handbook was reviewed? Outdated policies can be as dangerous as having no policies at all. Call for a handbook tune-up and receive a special discounted flat rate available to our followers. Can your company really afford to wait?

About Beth Lincow Cole

Employment Law Attorney Beth Lincow Cole has skillfully helped business owners and managers head off the unwanted and unnecessary lawsuits that can arise in the workplace. Drawing on her successful legal experiences both in and outside the courtroom, Beth Lincow Cole understands how to protect employers. By developing solid pre- and post-employment procedures for her clients, she assures that they are legally protected.

Beth Lincow Cole has worked for large regional and national law firms, focusing solely on employment issues, on behalf of management within a wide range of industries. Whether you are a start up company with basic questions about personnel files or a larger company with questions about an employee's Family Medical Leave, Beth Lincow Cole can help. Drawing on her experiences, she counsel's companies in the following practice areas:

- Defense in administrative agency matters such as before the DOL, EEOC, PHRC or NJDCR
- Department of Labor Audits
- Discrimination
- Downsizing/Reduction in Force
- Drug Testing
- Employment Contracts and Severance Agreements
- Employment Law Compliance
- FMLA and other family leave laws
- Independent Contractors/Contingent Workforce

Please contact the firm to find out how the Law Office of Beth Lincow Cole can protect your company.