

# Why Employee Manuals

As Presented At the 2018 Environmental Conference – Stonewall Resort, Roanoke, WV

# What is an employee manual?

- Employee manuals/handbook are used to inform employees about their job duties and expectations.
- Is it required by law? No but there are many reasons why you might want to have one.

# What is an employee manual?

- Employee manuals can protect employers from issues like favoritism and discrimination charges.
- Simply writing down a policy doesn't protect you if the policy isn't followed and fairly applied to all employees.
- Employees feel they will be treated equally if there is a written procedure in the handbook.

# What is an employee manual?

- It should also detail the rights of the employee, as well as the legal obligations of the employer.
- Laws can be the basis of policies: overtime pay, minimum wage, meals, breaks and jury duty.

# Table of Contents

## ○ Introduction and Purpose

- Company History
- Company Vision
- Company Mission
- Company Overall Goals
- Employee and Employer Confidentiality Agreement
- Employee Signoff, Employee Acknowledgement that he/she understands and will abide by the contents

# Table of Contents

- General Employment Information
  - Equal Employment Opportunity Policy
  - Accommodation for People With Disabilities
  - Harassment and Discrimination issues

# Table of Contents

- Attendance
  - Exempt and Non-exempt Employee Definitions
  - Working Hours/Overtime
  - Breaks/Lunch
  - Severe Weather and Emergency Closings
  - Telecommuting Policy

# Table of Contents

- Workplace Professionalism
  - Dress Code
  - Smoking
  - Drugs and Alcohol Policy
  - Workplace Violence
  - Travel and Mileage Reimbursement

# Table of Contents

- Payroll Information

- Frequency of pay
- Direct Deposit Info

# Table of Contents

- Benefits

- Insurance – Health/Dental /Vision etc.
- Workers' Comp
- Educational Assistance

# Table of Contents

- Time Off
  - Paid Holidays
  - Attendance Policy
  - Vacation
  - Sick Leave
  - Bereavement Leave
  - Jury Duty \*
  - Military Leave\*

# Table of Contents

- Performance Expectations and Evaluation
  - Employee Conduct and Performance
  - Employment Termination
  - Progressive Discipline
  - Complaint Procedure (Grievance Process)

# Table of Contents

- Use of Company Equipment/ computers/phones.
- Social Media Policy.

# Developing a company policy

- Company policies and procedures ensure a safe, organized, and nondiscriminatory workplace.
- Policies protect employees from a free-for-all environment of favoritism and unfair treatment.

# Developing a company policy

- Keep it simple
- Don't try to create policies for every contingency. This limits management latitude in addressing individual situations.

# Developing a company policy

- You can strike a healthy balance with policies.

# Developing a company policy

- Consider developing a policy when:
  - Employee actions seem confused about appropriate behavior (dress codes) – Corporate Health example
  - Employees need guidance in common situations – travel expenditures, use of P Card
  - You need to protect the company legally – provide consistency in nondiscriminatory hiring, investigating harassment
  - You need to stay in compliance with governmental policies and laws (FMLA, ADA, minimum wage)
  - You need to provide consistent work standards, rules and regs. (safety rules, smoking rules, progressive discipline)

# Developing a company policy

- Keep the policy as short and simple as possible – some legal areas may prove exceptions to that rule. If you can say it in 2 sentences don't think 2 paragraphs make it better.
- May not need to reinvent the wheel – check out sample policies on line. Talk to other SWAs, can subscribe to services – The Society for Human Resources Management.

# Making it your own

SWAs with landfills, transfer stations and recycling operations may have more extensive manuals –

safety concerns – pilfering policy - personal protective equipment purchases etc.

# Code of Conduct

- A Code of Conduct is a written set of the rules, principles, values, employee expectations, behavior, that an organization considers significant.
- Establishes a code of ethical conduct to guide public official and public employees regarding personal interests and public responsibility.
- Not to be confused with the WV Governmental Ethics Act –

# Questions

- Carol Ann Throckmorton 304-926-0448  
carol.a.throckmorton@wv.gov
- Nicole Hunter 304-926-0448  
nicole.d.hunter@wv.gov