

Developing a Personnel Manual

A personnel manual is the ideal way to provide the information your employees need in order to understand the company and their place in it. Having the answers to the questions employees ask and being able to answer them consistently will allow you to lessen misunderstandings. Developing the handbook may seem like a huge task, but there is a step-by-step process. Following is a list of the steps involved:

- 1) Consider the points you need to cover.
- 2) Gather the information.
- 3) Prepare a draft of the handbook.
- 4) Determine a distribution and updating system.
- 5) Distribute the handbook.

You'll need to consider such things as what benefits you want to offer, vacation time, how you will handle disciplinary actions. You may want to speak to lawyer to ensure that the information in your handbook protects you against legal liability. Following is an outline of a personnel manual that you could use as a starting point:

- I. Organizational Structure
- II. Hiring
- III. Termination of Employment
- IV. Hours of Work
- V. Employee Expenses
- VI. Vacations
- VII. Statutory Holidays
- VIII. Benefits
- IX. Sick Leave
- X. Bereavement Leave
- XI. Parental Leave
- XII. General Leave
- XIII. Employee Conduct

- XIV. Personnel Records
- XV. Safety
- XVI. Staff Training
- XVII. Job Descriptions

For More Information:

Internet: <http://www.onlinewbc.gov/docs/manage/hrpolicy1.html>