WHY ARE EMPLOYEE MANUALS SO IMPORTANT?
By: AMANDA MUELLER

Employee manuals are more than just rules and policies. A well written employee manual can set the tone for your new and existing employees.

First and foremost, an employee manual introduces new employees to your company's culture, mission and values. What sets your company apart; what your company passionate is about; and how a new hire can become part of the culture are all important considerations when creating and setting the tone of an employee manual.

Secondly, an employee manual also lets employees know what is expected of them and what they can expect from management. Communicating best practices for polices and day-to-day procedures will help to keep everyone on the same page. And outlining your benefits can help minimize questions and confusion. It is advisable to work with an attorney to ensure you are compliant with Federal and state laws.

Finally, an employee manual lets employees know where they can turn for help. Employees want and need to feel comfortable in their workplace. Outlining in your manual where an employee can go with complaints or to report workplace violations is important. This ensures they are going to a trusted member of management for assistance.

Once you have your manual in place, it is important to review it annually; consider any issues or conflicts you have experienced over the last year; and decide if something needs to be added or modified. When revised, have all employees sign an acknowledgement affirming their understanding of the policies and procedures outlined within the manual.

Having a well-written employee manual will help you and your employees avoid unnecessary confusion and frustrations.

If you have questions about this or any other human resource issue, please contact your Account Manager or Amanda Mueller at (314) 205-2510 or via email at amueller@connerash.com.

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