

Employee handbooks: 5 most common mistakes

Employee handbooks can be the foundation of your employees' performance and your best shield against employee lawsuits. But the problem is they can also be a ticking time bomb that can confuse your employees and strip away your legal defenses. It all depends on how well those handbooks are written and how well they're put to use. What should you be looking out for when putting together your organization's handbook? Editorial Director Pat DiDomenico talks about the top five most common mistakes employers are making with their employee handbooks.

Employee Handbooks: Self Audit

1. Does your employee handbook clearly state that it is not to be considered a contract in any way and that you reserve the right to change it?
 2. If your handbook lists offenses warranting discipline, including discharge, does it make clear that those listed are merely illustrative rather than exhaustive?
 3. Does it provide procedures for addressing complaints of that nature?
 4. Do all employees receive copies of the handbook each time it is revised?
 5. Do you have a receipt form that employees sign when they receive the handbook or any revisions of it?
 6. Is your handbook up-to-date in all areas?
 7. Does your attorney review your handbook regularly to see that it contains nothing in conflict with federal and state laws or local regulations?
 8. Is it writtten clearly and simply?
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