

Sheetz Employee Handbook

Pointers on Preparing an Employee Handbook The Complete Employee Handbook Employee Handbook and Personnel Policies Manual How to Prepare and Write Your Employee Handbook Preparing an Employee Handbook Complete Employee Handbook How to Develop an Employee Handbook Drafting an Employee Handbook The Employee Handbook Create Your Own Employee Handbook How to Develop an Employee Handbook Employee Handbook Kit Create Your Own Employee Handbook Employees Handbook for All Staff Members of the Dept. of Employment The Employee Handbook Kit Creating a Staff Handbook The Small-Business Guide to Creating Your Employee Handbook Employee Handbook Employee Handbook The Employee Handbook Frank M. Cruger Lsom Richard J. Simmons Edward M. Anson Winifred Marks Michael A. Holzschu Joseph W. R. Lawson Mona Mehta Stone Lisa Guerin Joseph W. R. Lawson Roger B. Jacobs Amy DelPo California. State Department of Employment Roger B. Jacobs Clare Hogg Kimberley King Susan Kemp Scott D. Rechtschaffen Richard T. Egbert

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the employee handbook is not only an essential tool of communication to the company s employees on their terms and conditions of employment but also serves as a means of communicating the company s rules and regulations which are usually not spelt out in the collective agreements the basic employee handbook generally covers employees who are not embraced by the union s constitution but the modern approach is to include the executive management terms in a separate section thus the executives management personnel will have all the terms and conditions of all employees but the non exempt employees will only have access to their own terms and conditions the section on communications is shared by all employees further the employee handbook can serve as a contract of employment when a new employee is hired in circumstances where the offer letter states your terms and conditions of employment are covered in the enclosed employee handbook the employer no longer has to write a lengthy offer letter detailing all the terms and conditions in his attempt to cover all aspects of the employee s terms of employment as well as the applicable benefits with the employee handbook he can write a brief letter of offer specifying the basic salary and major benefits e g car overseas trips perk annually and so forth and the termination notice he can conclude by stating all other terms and benefits are as presented in the employee handbook many employers feel that in a unionized environment there is no need for the employee handbook because the terms of employment are covered in the collective agreement the reasons why you should still have an employee handbook have been covered above but where you have a collective agreement you should state at the beginning of your handbook after the introduction on the sections of the handbook that where the terms of the collective agreement cover any provision for employees covered by the scope of the agreement in this handbook the cognizant provision of the collective agreement shall supersede this however for all other employees unless specifically excluded in writing in their respective contracts of service the terms conditions and benefits as specified in the handbook shall prevail it is not sufficient to handover the employment handbook to each employee this should be communicated to all employees preferably in a classroom environment and employees must acknowledge receipt of such handbook one final thing the existing benefits which are not usually spelt out in the collective agreement can be included here i hope this employee handbook will facilitate the process of updating your company s handbook in companies where this exists and the development of new employee handbooks in companies and in countries where such handbooks are being developed for the first time this will obviate the need for engaging an experienced human resource consultant to develop such a handbook thereby saving the company several thousand dollars Isom note to make the handbook even more comprehensive you could have a section for executives and management who enjoy perks not extended to the non exempt employees also you

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