

RIY Business Group Inc.

The purpose of employee handbooks is to communicate to employees the rules of the employment relationship and provide a written tool for consistent policy administration.

Having written employment policies and practices will demonstrate your good faith attempt to comply with employment laws and regulations, build stronger relationships and employee retention.

Most organizations consider a written employee handbook mandatory.

Typically, employee handbooks contain the following sections:

- Introduction
- Employment Policies
- Wages, Salary, Pay, and Compensation
- Employee Benefits
- Safety and Health Policy
- Absences
- Employee Communications
- Personal Conduct and Corrective Action
- Acknowledgments of Receipt

Introduction

- Welcome
- Letter from the President
- About the Business

Employment Policies

- Employment Relationship
- Definitions of Employee Classifications
- Company Right To Change Policies
- Equal Opportunity Employment
- Orientation Period
- Hours of Work
- Rest Periods