HUMAN RELATIONS / TASK 5:
CREATING OR UP DATING THE EMPLOYEE MANUAL

VE Departments Involved
Human Resources, Administration

Time Frame/Month for Activity
October—ongoing
- Create or edit the company’s employee manual.
- Forward the outline of the manual to HR employees who are working on Orientation Presentation. (See Task 4.)

Outcomes
HR Department employees will:
- Explain the purpose of an employee manual.
- Develop an employee manual for the company and/or review and evaluate the previous employee manual and make necessary adjustments given new staff, changes in company, or coordinator.
- Meet with other department VPs to get input on manual content.
- Format the manual using Word or Publisher.

Activities/Strategies
- VP/Manager will delegate the task of researching sample employee manuals to several employees.
- Convene a department meeting to review the content of sample employee manuals and decide what topics should be included in your company’s manual. Use your company’s mission a guide in doing so.
- Create an outline of topics to be included in the firm’s employee manual.
- Meet with Administration to gather information and sample forms/documents to be included in the manual.
- Write a first draft of the manual, which should include, but is not limited to the following topics:
  a) Job descriptions
  b) Employee duties and responsibilities
  c) Employee benefits
  d) Company policies and procedures regarding absence, lateness, dress code, and evaluation
  e) Letter formats and standard office forms and procedures
  f) Diversity policy
  g) Discrimination policy
  h) Sexual harassment policy
  i) Safety procedures
  j) Company etiquette (dress code, behavior, telephone and e-mail techniques)
  k) Internet and e-mail usage/policies
- Create a draft document using Word or Publisher.
- After first draft is written, a meeting with all department heads should be called to discuss, revise content of the manual.
- Human resources will receive a signed receipt for the manuals distributed to each employee. The proper update and maintenance of the manual will be the responsibility of a designated employee.
**Online Follow-Up**
Go to [www.blr.com](http://www.blr.com) and [www.humanresources.about.com](http://www.humanresources.about.com) to find sample employee manuals and topics to be included.

**Materials/Resources**
Samples of actual employee manuals

**Mastery and Assessment**
First draft of employee manual (Directed Writing)