



## **Handbook Helper: Recipe for a Better Book**

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## **Le Menu**

- **What are you hungry for?**
- Assemble the ingredients
- Cooking tips
- Mix and bake
- Serve
- Tweak the recipe for next time

## What Are You Hungry For?



- Do I want a handbook?
- Who has input on the menu?
- Who's the cook?
- How many to serve (and how)?

## Do I Want a Handbook?

- Pros
  - Communications
    - Orient
    - Avoid misunderstandings
    - Fairness and consistency
  - Defense
    - Prove policy was communicated
    - Affirmative defense
- Cons
  - Can negate employment at will if not drafted carefully
  - Can be used against employer to show lack of fairness and consistency, if not followed
  - Time and effort to prepare and to keep current

## Who Has Input on the Menu?

- Employees
  - Traditionals
  - Boomers
  - Gen X
  - Gen Y
- Union
- Chain of command approvals
  - Parent company



## Who's the Cook?



- Take Out – use software, templates or how-to guides
- Reheat Leftovers – modify existing handbook
- Bake from Scratch – create new handbook

## How Many to Serve (and How)?



- Dealing with multiple locations and employee classifications
- Version for managers/ admin staff only
- Dealing with contract employees

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First appeared as part of the conference materials for the  
19<sup>th</sup> Annual Labor and Employment Law Conference session  
"Handbook Helper: Recipe for a Better Handbook"