



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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