
10 Common Employee Handbook Mistakes

Aside from not having one at all, these are some of the common employee handbook mistakes:

1. Using Form Handbooks - make sure the handbook is applicable to your business! It's not just about copying and pasting from something you found online or borrowed from a previous employer.
2. Confusing Policy Manuals with Handbooks - policy manuals are not handbooks. Manual provide step by step procedures for running the business while handbooks are employment guidelines for everyone.
3. Including a Probationary Period - this can create an implied contract which means can leave you stuck with problem employees.
4. Being Too Specific - you don't want to be cut and dried, but you can't be too vague either.
5. Inconsistency With Other Documents - make sure all reminders match up with the handbook policy.
6. No Disclaimer, or Not Enough in the Right Places - clauses like at will should be mentioned throughout the handbook.
7. Sabotaging Disclaimers by What You Do or Say - all managers should understand the handbook and enforce the policies.
8. Not Adapting the Handbook for Each State's Laws - Your handbook should apply not only to your specific business, but also to the states in which you do business.
9. Failure to Update Frequently for Changing Laws - a handbook is a living document, not a dust collector or a paper weight. Make yearly updates to your policies.
10. Being Unrealistic - if something is not working, fix it! Your policies need to reflect how you actually do business.

Contact us today for assistance in creating or updating an employee handbook!