

Human Resources Policy and Procedure Manual

Lines of Business: General Liability, Employers Liability, Public Official Liability

Risk Control Strategy/Key Issues: Establish a proactive manual with controls and procedure to reduce exposure to employment related losses.

Suggested Program Elements:

1. **Policy Statement:** A general statement noting that the program establishes guidelines and procedures for developing, maintaining, training, and distributing the organization's policy manual/employee handbook.
2. **Program Responsibilities:** Establish the responsibility and accountability of management to develop, maintain, distribute, and enforce the organization's policies.
3. **The Manual:** One of the main functions of Human Resource Management is ensuring the organization's personnel and management practices conform to current regulations mandated by governmental entities and accepted employment practices. One of the best ways to accomplish this is with a personnel manual. A well-maintained manual and associated employee training programs can protect the organization by reducing its work related liability and provide a defense against claims / lawsuit made. The manual can also increase employee awareness of operating policies, make the transition process for new employees easier, and promote a productive work environment.

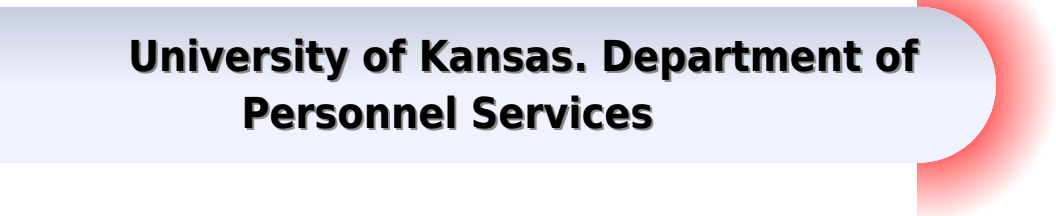
Important: An organization operating without a personnel manual is opening itself up for employment practices liability claims in which they will have no grounds for defense since the organization can not prove that it has objective, non-discriminatory decision making guidelines in place.

Below is an example of a Human Resources Policy and Procedure Manual table of contents. Although it may not show all necessary policies for your organization, it is a good starting point. Many of these policies can be found on line or through professional organizations.

1. **Policy Statement:**
 - Employment Policy Statement
 - EEO Statement
 - Americans with Disabilities Act
 - Statement of At Will Employment
 - Legal Review
2. **Employment Policy Outlines:**
 - Working Environment

Personnel Policies And Procedures Manual

**University of Kansas. Department of
Personnel Services**



Personnel Policies And Procedures Manual:

Human Resources Policies and Procedures Manual Inc Bizmanualz,2014-01-01 Human Resources Procedures for Employee Management can help you easily create the Human Resources HR policies and procedures manual you need to ensure the fair treatment of employees as required by Federal law Thoroughly researched and reviewed by experts in the field this important organizational resource provides more than 800 pages of content based on best practices and it addresses important issues such as COBRA HIPAA ADA FMLA and other major Federal employment regulations This quality hardback edition also covers important employer employee topics such as job descriptions hiring and termination compensation and benefits training and development as well as general HR administration It also includes a sample Employee Handbook and an HR Managers Manual Designed for busy professionals such as HR Executives Office Managers and Business Owners Human Resources Procedures for Employee Management is an important tool in managing the most important resource in your business your employees This new edition also includes updated and complete job descriptions for every job referenced in the text Given the broad range of topics that fall under the HR rubric creating a system of policies and procedures can be a daunting task Fortunately with Human Resources Policies and Procedures Manual there is no need to start from scratch it s already been done for you *City of Cleveland Personnel Policies and Procedures Manual* Cleveland (Ohio). Department of Personnel and Human Resources,2008 **Personnel Policies and Procedures Manual, a Working Guide** Central Alabama Regional Planning and Development Commission,1975 **Personnel Policies and Procedures Manual** Community Action Program (Grand Rapids, Mich.),1971 *Personnel Policies and Procedures Manual*, *City of Green River* Green River (Wyo.). Department of Personnel,1994 **Personnel Policies and Procedures Manual** Oklahoma. Tourism and Recreation Department,1974 *Personnel Policies and Procedures Manual* Temple University,1974 **Personnel Policies and Procedures Manual, City of Madison** ,1980 *Personnel Policies and Procedures Manual for Classified Staff* University of Kansas. Department of Personnel Services,1981 *Manual of Personnel Policies, Procedures, and Operations* Joseph D. Levesque,1986-01-01 *Personnel Policies & Procedures Manual* Texas Youth Council,198? **Personnel Policies and Procedures Manual** Margaret Banta,National Association of Church Business Administrators,2005 *Personnel Policies and Procedures Manual* Kristi R. Young,National Association of Church Business Administrators,2001 *Complete Company Policies and Procedures Manual* Cary Cohen,1992 **York County, South Carolina Personnel Policies and Procedures Manual** York County (S.C.),1977* **Personnel Policies and Procedures Manual** United Hospital (Port Chester, N.Y.),1971 *Manual of Personnel Policies and Procedures* Michigan State University. Office of Personnel and Employee Relations,1981 **Personnel Policies and Procedures for Health Care Facilities** Eugene P. Buccini,Charles P. Mullaney,1989-08-09 A unique manual for managers in health care facilities this volume contains model policies and procedures found through experience to be useful in helping managers manage their

work force while at the same time enhancing the employee relations atmosphere The policies and procedures are designed so that they can be incorporated into company personnel policy manuals as is or modified and adapted to meet the needs of individual organizations Included are guidelines for promoting fairness and consistency as well as those aimed at enhancing employee morale and effectiveness Throughout the authors have written the manual with a view toward preventing potential legal problems before they begin The volume begins with a section explaining how to use the various sections of the manual how to customize where necessary to reflect organizational goals how to develop an employee handbook and how to add additional information such as organization history and structure There follow comprehensive sections that deal with virtually every aspect of employment policies wages and overtime benefits policies the employee and his or her job employee conduct and safety and security Included are policies to deal with such increasingly difficult problems as drugs and alcohol abuse sexual harassment and discrimination terminations and layoffs insurance and employment of minors as well as basic employment policies ranging from recruitment and hiring to vacations and sick leaves

**Employee Handbook of
Personnel Policies and Procedures** Michigan Employment Security Commission. Personnel Division,1955 **Personnel
Policies and Procedures Manual** Capital Development Board of the State of Illinois,1980

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