

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.

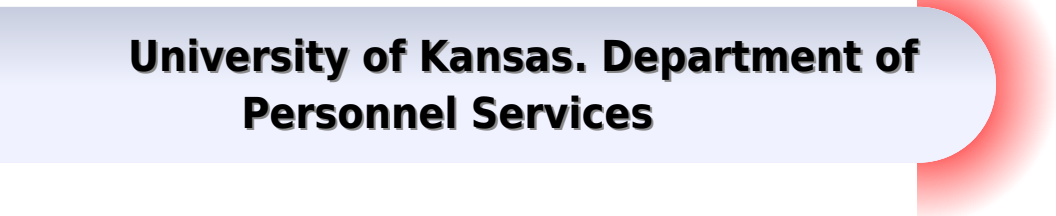
Important: An organization operating without a personnel manual is opening itself up for employment practices liability claims in which they will have no grounds for defense since the organization can not prove that it has objective, non-discriminatory decision making guidelines in place.

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

How to Develop a Personnel Policy Manual Joseph W. R. Lawson,2005-02 Putting personnel policies on paper clearly accurately and legally is crucial for successful employee relations And the classic How to Develop a Personnel Policy Manual has been the key to making this laborious task as quick painless and effective as possible Now appearing in a fully updated Sixth Edition this essential reference guides HR professionals through the entire process of planning developing and writing the manual It includes hundreds of sample policies covering every important topic from hiring to benefits to termination along with planning checklists and synopses of relevant employment laws

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Manual of Personnel Policies, Procedures, and Operations Joseph D. Levesque,1986-01-01

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