

HR Policy and Procedure Manual Template

Who should use this template?

This manual is designed to be used by any small business owner or operator who employs people in their business.

Why use a HR policy and procedure manual?

In short this manual helps you to establish robust structure and a basic set rules that you will use to manage your people on a day to day basis.

This is important because using a structured approach from day one will help you to ensure:

- that you meet your basic legal obligations
- that you help your people managers to make consistent and reliable decisions – this promotes a culture of fairness
- that you have established a clear understanding of expectations, rules and consequences
- that you welcome and introduce your employees to your business and their new job

It takes some effort to complete, but brings definite long-term benefits as it will minimise the incidence of people reverting to their own set of rules which in turn reduces disputes or grievances caused by confusion, and it adds to the overall professionalism of your business operations.

How to complete this template

Designed to be customised

This template for a HR manual is made up of example topics and sections. It is completely customisable based on your specific requirements; in fact the more time you spend tailoring it to your specific requirements the more effective it will be.

Sample Personnel Policies Procedures Manual

Huangqi Zhang



Sample Personnel Policies Procedures Manual:

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism Group Practice Personnel Policies Manual Courtney Price, PhD, 1997 **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

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