

Employee Handbooks and Policies in the 21st Century

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**Does your organization
need a handbook?**



Does your organization need a handbook?

■ Pros:

- Communication
- Expectations
- Procedures
- Risk management

■ Cons:

- Boilerplate policies
- Inconsistent application



**My company is small. Do we still
need a handbook?**

Probably



Things to consider

- Corporate culture
- Realistic policies
- How things are
- How things should be
- Style, tone, word choice



Old v. New

- How long has it been?
- Any major changes?



Necessary Policies

- At-will employment
- Reservation of right to modify
- Anti-discrimination and harassment
- Overtime
- Leave
- Social media
- Benefits
- Discipline



Boilerplate language

- Often standard, “plug-and-play” type language
- Saves time (and therefore money)
- May not reflect your organization’s way of doing things
- May be difficult to understand – “legalese”