

# Developing a Personnel Manual

A personnel manual is the ideal way to provide information your employees need in order to understand the company and their place in it. Having the answers to the questions employees ask and being able to answer them *consistently* will allow you to lessen misunderstandings. Developing the handbook may seem like a huge task, but there is a step-by-step process.

## The Steps Involved

- 1) Consider the points you need to cover.
- 2) Gather the information.
- 3) Prepare a draft of the handbook.
- 4) Determine a distribution and updating system.
- 5) Distribute the handbook.

You'll need to consider such things as what benefits you want to offer, vacation time, how you will handle disciplinary actions. You may want to speak to lawyer to ensure that the information in your handbook protects you against legal liability.

## An Example of an Outline

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|--------------------------------|------------------------|
| I. Organizational Structure    | X. Bereavement Leave   |
| II. Hiring                     | XI. Parental Leave     |
| III. Termination of Employment | XII. General Leave     |
| IV. Hours of Work              | XIII. Employee Conduct |
| V. Employee Expenses           | XIV. Personnel Records |
| VI. Vacations                  | XV. Safety             |
| VII. Statutory Holidays        | XVI. Staff Training    |
| VIII. Benefits                 | XVII. Job Descriptions |
| IX. Sick Leave                 |                        |