

## How to develop an employee handbook

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### Abstrak

"One of a company's most important communication tools is the employee handbook. But creating or revising one can be an overwhelming job. It must be legally sound, up-to-date, clearly written, and comprehensive. This ready-to-use guidebook, now in its second edition, practically writes the handbook by itself! Human resources professionals will appreciate its: \* checklists that guide them every step of the way (and make sure all bases are covered) \* step-by-step instructions that make information easy to understand (and help avoid mistakes) \* more than 400 sample policy statements, all in use by actual companies and ready to go as-is or to revise as needed \* plain-English explanations of federal and state regulations, with practical suggestions for implementation."