

## MANAGERS' GUIDE TO THE EMPLOYEE HANDBOOK

### HELPING EMPLOYEES UNDERSTAND YOUR WORKPLACE POLICIES

An Employee Handbook can be a quick reference guide or a multipage booklet covering all the Human Resource and Safety topics that interest employees. Make sure your workplace policies and procedures reflect your organization's culture, are up to date and compliant with legislation.

#### Handbook Basics

- Your Employee Handbook should reflect how you do business.
- Some items you will want to include in your Handbook will be covered by workplace legislation and others will be best practices.
- It is important to keep your Handbook up to date with current workplace practices and legislation. You cannot rely on this document if it is out of date.
- Your Handbook should answer your employees "Frequently Asked Questions" about benefits, holidays, vacations, safety, conduct, ...
- It is important to communicate your workplace policies to all staff.
  - new employee orientation
  - introduce new policies
  - policy changes
  - annually to reinforce business practices / Code of Conduct

#### Employee Handbook Checklist:

#### Topics covered by legislation

You may wish to include some of the following topics in your Handbook that relate to workplace legislation.

#### Human Rights:

- Human Rights Policy; Internal Dispute Resolution Process

#### Employment Standards:

- Hours of Work; Pay Period; Overtime Policy; Holidays; Vacation; Leaves of Absence; Separation; Ministry of Labour Poster – "What You Should Know" about the Employment Standards Act

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## Topics covered by legislation

### **Occupational Health and Safety:**

- Health and Safety Policy; Worker Rights; Workplace Violence and Harassment Policy; Emergency Plan and Fire Safety Plan; Personal Protective Equipment (PPE); Workplace Hazardous Material Information System (WHMIS)

### **Workplace Safety and Insurance:**

- First Aid; Accident and Injury Reporting; Return to Work

## Best Practices

Your Handbook should cover any workplace practices that you have implemented. These topics are discretionary and are not covered by workplace legislation.

### **Benefits and Expenses:**

- Medical; Dental; Retirement; Short Term and Long Term Disability; Travel; Meals; Car Allowance; Other

### **Attendance and Time Away from Work:**

- Attendance at Work; Sick Leave; Holiday, Vacation and other Leaves of Absence beyond requirements in Employment Standards

### **Conduct at Work:**

- Code of Conduct; Dress code; Use of Company Equipment; Social Media Policy; Relationships in Workplace; Discipline

### **Performance:**

- Probationary Period; Mentoring Program; Training and Development; Performance Reviews

The information provided is an overview. Your situation is unique. Refer to the related legislation or contact Fusion Career Services for advice.