

WHAT'S THE ONE THING MISSING FROM MOST EMPLOYEE HANDBOOKS

News

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Atlanta Partner Jennifer Sandberg provided input for the *JD Supra* October 16 article, "What's the One Thing Missing from Most Employee Handbooks?"

The article compiled legal perspectives from attorneys about how to put together an employee handbook.

Jennifer noted that the handbook should include a summary of the most important policies.

"Employee handbooks should contain at least a summary of all of an employer's most important policies. The employee handbook should be a one-stop-shop for an employee to obtain a full overview of the behavior that the employer expects," Jennifer said. "While an employer may also maintain more detailed policies or procedures (typically for managers' reference), the handbook should provide a clear overview of all the information the employer wants to communicate to an employee."

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