

The Best Way to Organize An Employee Handbook

News

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Atlanta Partner Bert Brannen addressed a question in the feature "Experts Give Their Solutions to Difficult Workplace Problems" in the April 22 issue of *What's Working in Human Resources*. The question asked was, "What is the best way to organize an employee handbook so staffers will read it?" Bert said when staffers read a handbook, they want to know what the employer is going to "give" them. Therefore, the first section of a handbook should list the benefits and other things of value the employer provides staffers in addition to pay. This includes insurance and retirement benefits, paid holidays, vacations, sick or medical leave, bereavement leave, civic duty leave, extended medical or family leave, personal leave, tuition reimbursement programs (if any), relocation benefits and employee discounts.

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