

CULVER'S EMPLOYEE HANDBOOK

CULVER'S EMPLOYEE HANDBOOK SERVES AS A VITAL RESOURCE FOR BOTH NEW HIRES AND SEASONED EMPLOYEES AT CULVER'S, A POPULAR FAST-CASUAL RESTAURANT CHAIN KNOWN FOR ITS BUTTERBURGERS AND FRESH FROZEN CUSTARD. THIS HANDBOOK PROVIDES COMPREHENSIVE GUIDELINES ON COMPANY POLICIES, WORKPLACE EXPECTATIONS, AND EMPLOYEE BENEFITS, ENSURING A CONSISTENT AND POSITIVE WORKING ENVIRONMENT. UNDERSTANDING THE CONTENTS OF THE CULVER'S EMPLOYEE HANDBOOK IS ESSENTIAL FOR MAINTAINING PROFESSIONALISM AND ADHERING TO THE COMPANY'S STANDARDS. THE HANDBOOK COVERS VARIOUS TOPICS SUCH AS CODE OF CONDUCT, ATTENDANCE POLICIES, SAFETY PROTOCOLS, AND COMPENSATION DETAILS. ADDITIONALLY, IT OUTLINES THE RIGHTS AND RESPONSIBILITIES OF EMPLOYEES, FOSTERING A CULTURE OF RESPECT AND TEAMWORK. THIS ARTICLE EXPLORES THE KEY SECTIONS OF THE CULVER'S EMPLOYEE HANDBOOK TO HELP EMPLOYEES NAVIGATE THEIR ROLES EFFECTIVELY AND CONTRIBUTE TO THE RESTAURANT'S SUCCESS.

- OVERVIEW OF CULVER'S EMPLOYEE HANDBOOK
- CODE OF CONDUCT AND WORKPLACE BEHAVIOR
- ATTENDANCE AND SCHEDULING POLICIES
- EMPLOYEE COMPENSATION AND BENEFITS
- HEALTH AND SAFETY PROTOCOLS
- TRAINING AND DEVELOPMENT OPPORTUNITIES
- EMPLOYEE RIGHTS AND RESPONSIBILITIES

OVERVIEW OF CULVER'S EMPLOYEE HANDBOOK

THE CULVER'S EMPLOYEE HANDBOOK IS DESIGNED TO PROVIDE A CLEAR FRAMEWORK FOR EMPLOYEES REGARDING THEIR ROLES, RESPONSIBILITIES, AND THE EXPECTATIONS SET FORTH BY THE COMPANY. IT ACTS AS A REFERENCE GUIDE THAT SUPPORTS EMPLOYEES THROUGHOUT THEIR TENURE AT CULVER'S, ENSURING THEY UNDERSTAND WORKPLACE STANDARDS AND COMPANY CULTURE. THE HANDBOOK IS REGULARLY UPDATED TO REFLECT CHANGES IN POLICIES, LEGAL REQUIREMENTS, AND OPERATIONAL PRACTICES. IT INCLUDES ESSENTIAL INFORMATION ABOUT THE COMPANY'S MISSION, VALUES, AND COMMITMENT TO DELIVERING EXCEPTIONAL CUSTOMER SERVICE. BY FAMILIARIZING THEMSELVES WITH THE HANDBOOK, EMPLOYEES ARE BETTER EQUIPPED TO PERFORM THEIR DUTIES EFFICIENTLY AND UPHOLD CULVER'S REPUTATION FOR QUALITY AND HOSPITALITY.

CODE OF CONDUCT AND WORKPLACE BEHAVIOR

A FUNDAMENTAL SECTION OF THE CULVER'S EMPLOYEE HANDBOOK FOCUSES ON THE CODE OF CONDUCT AND EXPECTATIONS FOR WORKPLACE BEHAVIOR. THIS ENSURES A RESPECTFUL, INCLUSIVE, AND PROFESSIONAL ENVIRONMENT FOR ALL TEAM MEMBERS.

PROFESSIONALISM AND RESPECT

EMPLOYEES ARE EXPECTED TO DEMONSTRATE PROFESSIONALISM AT ALL TIMES, TREATING COWORKERS, MANAGEMENT, AND CUSTOMERS WITH RESPECT AND COURTESY. HARASSMENT, DISCRIMINATION, OR ANY FORM OF INAPPROPRIATE BEHAVIOR IS STRICTLY PROHIBITED AND ADDRESSED PROMPTLY BY MANAGEMENT.

DRESS CODE AND APPEARANCE

THE HANDBOOK DETAILS THE DRESS CODE STANDARDS, WHICH INCLUDE WEARING THE PROVIDED UNIFORM, MAINTAINING PERSONAL HYGIENE, AND ADHERING TO GROOMING GUIDELINES. A CLEAN AND NEAT APPEARANCE HELPS REINFORCE CULVER'S BRAND IMAGE AND PROMOTES A POSITIVE CUSTOMER EXPERIENCE.

USE OF COMPANY PROPERTY

GUIDELINES REGARDING THE RESPONSIBLE USE OF COMPANY EQUIPMENT AND RESOURCES ARE INCLUDED. EMPLOYEES MUST USE TOOLS AND TECHNOLOGY APPROPRIATELY AND AVOID ANY MISUSE THAT COULD HARM THE BUSINESS OR VIOLATE COMPANY POLICIES.

ATTENDANCE AND SCHEDULING POLICIES

CONSISTENT ATTENDANCE AND PUNCTUALITY ARE CRITICAL FOR SMOOTH RESTAURANT OPERATIONS. THE CULVER'S EMPLOYEE HANDBOOK OUTLINES CLEAR ATTENDANCE POLICIES AND SCHEDULING PROCEDURES TO ENSURE ADEQUATE STAFFING AND FAIR TREATMENT OF ALL EMPLOYEES.

SCHEDULING PROCEDURES

THE HANDBOOK EXPLAINS HOW WORK SCHEDULES ARE CREATED, INCLUDING SHIFT ASSIGNMENTS, SHIFT SWAPS, AND NOTIFICATION REQUIREMENTS FOR SCHEDULE CHANGES. EMPLOYEES ARE ENCOURAGED TO COMMUNICATE WITH SUPERVISORS IN ADVANCE REGARDING AVAILABILITY OR CONFLICTS.

ATTENDANCE EXPECTATIONS

EMPLOYEES MUST ADHERE TO THEIR SCHEDULED SHIFTS AND REPORT TO WORK ON TIME. THE HANDBOOK SPECIFIES THE PROTOCOL FOR REPORTING ABSENCES OR TARDINESS, INCLUDING WHO TO CONTACT AND APPROPRIATE TIMING. EXCESSIVE ABSENTEEISM OR UNEXCUSED ABSENCES MAY LEAD TO DISCIPLINARY ACTIONS.

BREAKS AND MEAL PERIODS

GUIDANCE ON EMPLOYEE BREAKS AND MEAL PERIODS IS PROVIDED TO COMPLY WITH LABOR LAWS AND PROMOTE EMPLOYEE WELL-BEING. THE HANDBOOK OUTLINES THE DURATION AND TIMING OF BREAKS, AS WELL AS POLICIES ON LEAVING THE PREMISES DURING BREAK TIMES.

EMPLOYEE COMPENSATION AND BENEFITS

THE CULVER'S EMPLOYEE HANDBOOK PROVIDES DETAILED INFORMATION ABOUT COMPENSATION STRUCTURES, PAY SCHEDULES, AND AVAILABLE EMPLOYEE BENEFITS. TRANSPARENCY IN THESE AREAS HELPS EMPLOYEES UNDERSTAND THEIR EARNINGS AND ACCESS BENEFITS EFFECTIVELY.

WAGE AND SALARY INFORMATION

EMPLOYEES ARE INFORMED ABOUT HOURLY WAGES, OVERTIME ELIGIBILITY, AND PAYROLL PROCEDURES. THE HANDBOOK EXPLAINS HOW AND WHEN EMPLOYEES WILL BE PAID, INCLUDING DIRECT DEPOSIT OPTIONS AND PAYCHECK DISTRIBUTION.

BENEFITS OVERVIEW

CULVER'S OFFERS A RANGE OF BENEFITS TO ELIGIBLE EMPLOYEES, WHICH MAY INCLUDE HEALTH INSURANCE, RETIREMENT PLANS, EMPLOYEE DISCOUNTS, AND PAID TIME OFF. THE HANDBOOK OUTLINES ELIGIBILITY CRITERIA AND ENROLLMENT PROCESSES FOR THESE BENEFITS.

PERFORMANCE REVIEWS AND RAISES

INFORMATION ON PERFORMANCE EVALUATIONS AND POTENTIAL SALARY INCREASES IS INCLUDED. REGULAR REVIEWS PROVIDE OPPORTUNITIES FOR FEEDBACK AND CAREER GROWTH, ENCOURAGING EMPLOYEES TO ENHANCE THEIR SKILLS AND CONTRIBUTIONS.

HEALTH AND SAFETY PROTOCOLS

MAINTAINING A SAFE WORKPLACE IS A TOP PRIORITY AT CULVER'S. THE EMPLOYEE HANDBOOK THOROUGHLY ADDRESSES HEALTH AND SAFETY STANDARDS, ENSURING COMPLIANCE WITH FEDERAL AND STATE REGULATIONS.

WORKPLACE SAFETY GUIDELINES

THE HANDBOOK SPECIFIES SAFETY PROCEDURES FOR HANDLING EQUIPMENT, FOOD PREPARATION, AND EMERGENCY SITUATIONS. EMPLOYEES RECEIVE TRAINING ON PROPER SAFETY PRACTICES TO MINIMIZE RISKS AND PREVENT ACCIDENTS.

REPORTING INCIDENTS

EMPLOYEES ARE INSTRUCTED ON HOW TO REPORT WORKPLACE INJURIES, HAZARDS, OR UNSAFE CONDITIONS PROMPTLY. THE COMPANY COMMITS TO INVESTIGATING REPORTS THOROUGHLY AND TAKING CORRECTIVE ACTIONS.

COVID-19 AND HEALTH PRECAUTIONS

RECENT UPDATES INCLUDE PROTOCOLS RELATED TO COVID-19, SUCH AS HYGIENE PRACTICES, MASK POLICIES, AND SOCIAL DISTANCING MEASURES TO PROTECT EMPLOYEES AND CUSTOMERS ALIKE.

TRAINING AND DEVELOPMENT OPPORTUNITIES

THE CULVER'S EMPLOYEE HANDBOOK HIGHLIGHTS THE COMPANY'S COMMITMENT TO EMPLOYEE GROWTH THROUGH ONGOING TRAINING AND DEVELOPMENT PROGRAMS. THESE INITIATIVES HELP EMPLOYEES ENHANCE THEIR SKILLS AND ADVANCE THEIR CAREERS WITHIN THE COMPANY.

ORIENTATION AND ONBOARDING

NEW EMPLOYEES UNDERGO AN ORIENTATION PROCESS THAT INTRODUCES THEM TO COMPANY POLICIES, JOB DUTIES, AND CUSTOMER SERVICE STANDARDS. THIS FOUNDATION SUPPORTS A SUCCESSFUL START AT CULVER'S.

CONTINUOUS LEARNING

EMPLOYEES HAVE ACCESS TO TRAINING MODULES, WORKSHOPS, AND MENTORING PROGRAMS TO IMPROVE THEIR PERFORMANCE AND KNOWLEDGE. THE HANDBOOK ENCOURAGES PARTICIPATION IN THESE OPPORTUNITIES TO FOSTER PROFESSIONAL

DEVELOPMENT.

ADVANCEMENT PATHS

THE HANDBOOK OUTLINES POTENTIAL CAREER PATHWAYS WITHIN CULVER'S, INCLUDING CRITERIA FOR PROMOTION AND LEADERSHIP ROLES. EMPLOYEES ARE MOTIVATED TO PURSUE GROWTH ALIGNED WITH THEIR SKILLS AND ASPIRATIONS.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

THE CULVER'S EMPLOYEE HANDBOOK CLEARLY DEFINES THE RIGHTS AND RESPONSIBILITIES OF EMPLOYEES, ENSURING FAIRNESS AND TRANSPARENCY IN THE WORKPLACE.

EQUAL EMPLOYMENT OPPORTUNITY

CULVER'S IS COMMITTED TO PROVIDING AN INCLUSIVE ENVIRONMENT FREE FROM DISCRIMINATION. THE HANDBOOK DETAILS POLICIES SUPPORTING EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL INDIVIDUALS.

CONFIDENTIALITY AND PRIVACY

EMPLOYEES ARE EXPECTED TO RESPECT THE CONFIDENTIALITY OF COMPANY INFORMATION AND CUSTOMER DATA. GUIDELINES ARE PROVIDED ON HANDLING SENSITIVE INFORMATION RESPONSIBLY.

COMPLAINT AND GRIEVANCE PROCEDURES

THE HANDBOOK DESCRIBES THE PROCESS FOR REPORTING WORKPLACE CONCERNS OR GRIEVANCES. EMPLOYEES ARE ENCOURAGED TO COMMUNICATE ISSUES THROUGH APPROPRIATE CHANNELS TO FACILITATE RESOLUTION AND MAINTAIN A POSITIVE WORK ENVIRONMENT.

COMPLIANCE WITH LAWS AND POLICIES

EMPLOYEES MUST ADHERE TO ALL APPLICABLE LAWS AND COMPANY POLICIES. THE HANDBOOK EMPHASIZES ACCOUNTABILITY AND THE IMPORTANCE OF UPHOLDING ETHICAL STANDARDS IN ALL ASPECTS OF EMPLOYMENT.

- FOLLOW ESTABLISHED SAFETY PROCEDURES TO PROTECT YOURSELF AND COWORKERS
- MAINTAIN PUNCTUALITY AND COMMUNICATE SCHEDULING CONFLICTS PROMPTLY
- ADHERE TO THE DRESS CODE TO PRESENT A PROFESSIONAL IMAGE
- RESPECT FELLOW EMPLOYEES AND CUSTOMERS AT ALL TIMES
- UTILIZE EMPLOYEE BENEFITS AND TRAINING RESOURCES TO SUPPORT YOUR GROWTH
- REPORT ANY WORKPLACE CONCERNS THROUGH DESIGNATED CHANNELS

FREQUENTLY ASKED QUESTIONS

WHAT IS THE PURPOSE OF CULVER'S EMPLOYEE HANDBOOK?

THE CULVER'S EMPLOYEE HANDBOOK OUTLINES COMPANY POLICIES, PROCEDURES, AND EXPECTATIONS TO ENSURE A CONSISTENT AND POSITIVE WORK ENVIRONMENT FOR ALL EMPLOYEES.

WHERE CAN I FIND THE CULVER'S EMPLOYEE HANDBOOK?

THE CULVER'S EMPLOYEE HANDBOOK IS TYPICALLY PROVIDED DURING EMPLOYEE ORIENTATION AND CAN OFTEN BE ACCESSED ONLINE THROUGH THE COMPANY'S INTERNAL PORTAL OR BY REQUESTING IT FROM YOUR MANAGER.

WHAT TOPICS ARE COVERED IN THE CULVER'S EMPLOYEE HANDBOOK?

THE HANDBOOK COVERS TOPICS SUCH AS WORKPLACE CONDUCT, DRESS CODE, ATTENDANCE POLICIES, EMPLOYEE BENEFITS, SAFETY PROCEDURES, AND GUIDELINES FOR CUSTOMER SERVICE.

DOES CULVER'S EMPLOYEE HANDBOOK INCLUDE INFORMATION ON EMPLOYEE BENEFITS?

YES, THE HANDBOOK INCLUDES DETAILED INFORMATION ABOUT EMPLOYEE BENEFITS SUCH AS HEALTH INSURANCE, PAID TIME OFF, EMPLOYEE DISCOUNTS, AND RETIREMENT PLANS.

HOW OFTEN IS THE CULVER'S EMPLOYEE HANDBOOK UPDATED?

CULVER'S UPDATES ITS EMPLOYEE HANDBOOK PERIODICALLY TO REFLECT CHANGES IN COMPANY POLICIES, LABOR LAWS, AND BEST PRACTICES, TYPICALLY ON AN ANNUAL BASIS OR AS NEEDED.

WHAT SHOULD I DO IF I DISAGREE WITH A POLICY IN THE CULVER'S EMPLOYEE HANDBOOK?

IF YOU HAVE CONCERNS OR DISAGREEMENTS WITH A POLICY, IT IS RECOMMENDED TO DISCUSS THEM WITH YOUR MANAGER OR HUMAN RESOURCES REPRESENTATIVE TO SEEK CLARIFICATION OR RESOLUTION.

ARE THERE DISCIPLINARY PROCEDURES OUTLINED IN THE CULVER'S EMPLOYEE HANDBOOK?

YES, THE HANDBOOK OUTLINES DISCIPLINARY PROCEDURES FOR VARIOUS INFRACTIONS, INCLUDING WARNINGS, SUSPENSION, AND TERMINATION, TO MAINTAIN WORKPLACE STANDARDS.

IS THE CULVER'S EMPLOYEE HANDBOOK LEGALLY BINDING?

WHILE THE HANDBOOK SERVES AS A GUIDELINE FOR COMPANY POLICIES, IT MAY NOT CONSTITUTE A LEGAL CONTRACT. HOWEVER, EMPLOYEES ARE EXPECTED TO ADHERE TO ITS POLICIES AS A CONDITION OF EMPLOYMENT.

ADDITIONAL RESOURCES

1. CULVER'S EMPLOYEE HANDBOOK: POLICIES AND PROCEDURES

THIS COMPREHENSIVE GUIDE COVERS ALL THE ESSENTIAL POLICIES AND PROCEDURES FOR CULVER'S EMPLOYEES. IT INCLUDES DETAILED INFORMATION ON WORKPLACE CONDUCT, UNIFORM STANDARDS, AND CUSTOMER SERVICE EXPECTATIONS. EMPLOYEES WILL FIND CLEAR INSTRUCTIONS ON SAFETY PROTOCOLS AND OPERATIONAL GUIDELINES TO ENSURE A SMOOTH AND EFFICIENT WORK ENVIRONMENT.

2. MASTERING CUSTOMER SERVICE AT CULVER'S

FOCUSED ON DELIVERING EXCEPTIONAL CUSTOMER EXPERIENCES, THIS BOOK OFFERS PRACTICAL TIPS AND STRATEGIES TAILORED FOR CULVER'S TEAM MEMBERS. IT EMPHASIZES THE IMPORTANCE OF COMMUNICATION, PROBLEM-SOLVING, AND CREATING A WELCOMING ATMOSPHERE. READERS WILL LEARN HOW TO HANDLE DIFFICULT SITUATIONS WITH PROFESSIONALISM AND CARE.

3. CULVER'S TRAINING MANUAL: FROM NEW HIRE TO PRO

DESIGNED AS A STEP-BY-STEP TRAINING RESOURCE, THIS MANUAL GUIDES EMPLOYEES THROUGH THE ESSENTIAL SKILLS NEEDED TO SUCCEED AT CULVER'S. IT COVERS FOOD PREPARATION, EQUIPMENT OPERATION, AND TEAMWORK FUNDAMENTALS. NEW HIRES WILL GAIN CONFIDENCE AND KNOWLEDGE TO THRIVE IN THEIR ROLES QUICKLY.

4. WORKPLACE SAFETY AND SANITATION AT CULVER'S

THIS BOOK HIGHLIGHTS THE CRITICAL SAFETY AND HYGIENE STANDARDS THAT CULVER'S EMPLOYEES MUST FOLLOW. IT EXPLAINS PROPER FOOD HANDLING, CLEANING ROUTINES, AND EMERGENCY PROCEDURES. MAINTAINING A SAFE AND CLEAN ENVIRONMENT IS CRUCIAL FOR EMPLOYEE WELL-BEING AND CUSTOMER SATISFACTION.

5. EFFECTIVE COMMUNICATION FOR CULVER'S TEAMS

EFFECTIVE COMMUNICATION IS KEY TO A SUCCESSFUL RESTAURANT OPERATION. THIS BOOK EXPLORES TECHNIQUES TO ENHANCE INTERACTION AMONG TEAM MEMBERS AND WITH CUSTOMERS. IT COVERS ACTIVE LISTENING, CLEAR INSTRUCTION DELIVERY, AND CONFLICT RESOLUTION TAILORED TO THE FAST-PACED ENVIRONMENT OF CULVER'S.

6. LEADERSHIP SKILLS FOR CULVER'S SHIFT SUPERVISORS

TARGETED AT EMPLOYEES MOVING INTO SUPERVISORY ROLES, THIS BOOK PROVIDES LEADERSHIP PRINCIPLES RELEVANT TO CULVER'S OPERATIONS. IT DISCUSSES MOTIVATING STAFF, MANAGING SCHEDULES, AND RESOLVING WORKPLACE ISSUES. ASPIRING LEADERS WILL FIND TOOLS TO FOSTER A PRODUCTIVE AND POSITIVE TEAM CULTURE.

7. TIME MANAGEMENT TIPS FOR CULVER'S EMPLOYEES

THIS RESOURCE OFFERS PRACTICAL ADVICE ON MANAGING SHIFTS EFFICIENTLY AND BALANCING MULTIPLE TASKS. EMPLOYEES LEARN HOW TO PRIORITIZE DUTIES AND STAY ORGANIZED DURING BUSY PERIODS. DEVELOPING STRONG TIME MANAGEMENT SKILLS HELPS IMPROVE PERFORMANCE AND REDUCE WORKPLACE STRESS.

8. CULVER'S EMPLOYEE BENEFITS AND CAREER GROWTH

THIS BOOK EXPLAINS THE VARIOUS BENEFITS AVAILABLE TO CULVER'S EMPLOYEES, INCLUDING HEALTH PLANS, TUITION ASSISTANCE, AND ADVANCEMENT OPPORTUNITIES. IT ENCOURAGES EMPLOYEES TO TAKE ADVANTAGE OF THESE PROGRAMS AND PLAN THEIR CAREER PATHS WITHIN THE COMPANY. UNDERSTANDING BENEFITS HELPS BOOST MORALE AND RETENTION.

9. CREATING A POSITIVE WORK ENVIRONMENT AT CULVER'S

FOCUSING ON TEAMWORK AND WORKPLACE CULTURE, THIS BOOK OFFERS INSIGHTS INTO BUILDING A SUPPORTIVE AND INCLUSIVE ENVIRONMENT. IT ADDRESSES RESPECT, DIVERSITY, AND RECOGNITION PRACTICES THAT CONTRIBUTE TO EMPLOYEE SATISFACTION. A POSITIVE ATMOSPHERE ENHANCES PRODUCTIVITY AND CUSTOMER SERVICE QUALITY.

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Richard J. Simmons, 1996

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Cruger, 1977

culver s employee handbook: The Employee Handbook Kit Roger B. Jacobs, Cora S. Koch, 1998 This concise, readable explanation of applicable federal & state law offers lawyers & other professionals quick answers to employment questions. Coverage includes: hiring, hours of work & payment of wages, health & safety standards, civil rights, union organizing, collective bargaining & strikes, employer liability for employees' acts, private health care & life insurance, disability or death of employee, employee retirement benefits, termination of employment, & advisors & information sources.

culver s employee handbook: Producing an Employee Handbook Barbara Dyer, 1989-01-01

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Edward M. Anson, 1984

culver s employee handbook: **Employee Handbook** United States. Soil Conservation Service, 1977

culver s employee handbook: **The Complete Employee Handbook** Lsom, 2013-11 The Employee Handbook is not only an essential tool of communication to the Company's employees on their terms and conditions of employment but also serves as a means of communicating the Company's Rules and Regulations, which are usually not spelt out in the Collective Agreements. The basic Employee Handbook generally covers employees who are not embraced by the union's constitution but the modern approach is to include the Executive/management terms in a separate section; thus the executives/management personnel will have all the terms and conditions of all employees but the non-exempt employees will only have access to their own terms and conditions; the section on communications is shared by all employees. Further, the Employee Handbook can serve as a contract of employment, when a new employee is hired, in circumstances where the Offer letter states "your terms and conditions of employment are covered in the enclosed Employee handbook". The Employer no longer has to write a lengthy offer letter detailing all the terms and conditions, in his attempt to cover all aspects of the employee's terms of employment as well as the applicable benefits. With the Employee handbook, he can write a brief letter of offer specifying the basic salary and major benefits (e.g. car, overseas trips (perk) annually and so forth) and the termination notice. He can conclude by stating "all other terms and benefits are as presented in the Employee Handbook" Many Employers feel that in a unionized environment, there is no need for the Employee Handbook because the terms of employment are covered in the Collective Agreement. The reasons why you should still have an Employee Handbook have been covered above but, where you have a Collective Agreement, you should state at the beginning of your Handbook, after the introduction on the sections of the Handbook that where the terms of the Collective Agreement cover any provision (for employees covered by the scope of the Agreement) in this Handbook, the cognizant provision of the Collective Agreement shall supersede this. However, for all other employees, unless specifically excluded in writing in their respective contracts of service, the terms, conditions and benefits as specified in the Handbook shall prevail. It is not sufficient to handover the Employment Handbook to each employee. This should be communicated to all employees, preferably in a classroom environment, and employees must acknowledge receipt of such Handbook. One final thing...the "existing benefits which are not usually spelt out in the Collective Agreement can be included here. I hope this Employee Handbook will facilitate the process of updating your Company's Handbook (in Companies where this exists) and the development of new Employee Handbooks in Companies and in countries where such Handbooks are being developed for the first time. This will obviate the need for engaging an experienced Human Resource Consultant to develop such a Handbook, thereby saving the Company several thousand dollars. LSOM Note: To make the Handbook even more comprehensive, you could have a section for Executives and Management who enjoy perks not extended to the Non-Exempt employees. Also, you could specify the maximum basic salary beyond which the employee is not qualified to receive overtime. The section on Executive/Management perks should only be distributed to the personnel concerned. Perhaps, the most

important clause is to incorporate the following into the Employee Handbook: Changes may need to be incorporated in this Handbook relating to your terms and conditions and, where these are required, these will be communicated to you because these will then form a part of your contract of service. IMPORTANT: The Management should ensure all employees acknowledge receipt of the Employee Handbook and file the acknowledgement in the respective employee's personal folder.

culver s employee handbook: Employee Handbook Scott D. Rechtschaffen, Susan Kemp, California Chamber of Commerce, 1997

culver s employee handbook: Complete Employee Handbook Michael A. Holzschu, 1996 This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day. It guides employers in the development of a cohesive personnel program that is tailored to meet their companys' unique needs and goals. Michael Holzschu explicates potentially confusing matters such as employment-at-will, equal opportunity, sexual harassment, the disabled, and immigrant and legal alien workers in lay terms and points out the dangers of oversight. Stressing the importance of consistency and documentation, he addresses the full range of personnel issues.

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