

# Human Resources Policy and Procedure Manual

**Lines of Business:** General Liability, Employers Liability, Public Official Liability

**Risk Control Strategy/Key Issues:** Establish a proactive manual with controls and procedure to reduce exposure to employment related losses.

## Suggested Program Elements:

1. **Policy Statement:** A general statement noting that the program establishes guidelines and procedures for developing, maintaining, training, and distributing the organization's policy manual/employee handbook.
2. **Program Responsibilities:** Establish the responsibility and accountability of management to develop, maintain, distribute, and enforce the organization's policies.
3. **The Manual:** One of the main functions of Human Resource Management is ensuring the organization's personnel and management practices conform to current regulations mandated by governmental entities and accepted employment practices. One of the best ways to accomplish this is with a personnel manual. A well-maintained manual and associated employee training programs can protect the organization by reducing its work related liability and provide a defense against claims / lawsuit made. The manual can also increase employee awareness of operating policies, make the transition process for new employees easier, and promote a productive work environment.

**Important:** An organization operating without a personnel manual is opening itself up for employment practices liability claims in which they will have no grounds for defense since the organization can not prove that it has objective, non-discriminatory decision making guidelines in place.

Below is an example of a Human Resources Policy and Procedure Manual table of contents. Although it may not show all necessary policies for your organization, it is a good starting point. Many of these policies can be found on line or through professional organizations.

1. Policy Statement:
  - Employment Policy Statement
  - EEO Statement
  - Americans with Disabilities Act
  - Statement of At Will Employment
  - Legal Review
2. Employment Policy Outlines:
  - Working Environment

# Sample Personnel Policies Procedures Manual

**David Schottke**



## **Sample Personnel Policies Procedures Manual:**

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