



TEN MOST COMMON EMPLOYEE HANDBOOK MISTAKES

1. Using form handbooks with provisions unrelated to your company.
2. Meshing policies and procedures, which may confuse employees.
3. Including a probationary period, which implies that anyone who stays with the organization beyond that time is then a permanent employee.
4. Being too specific in descriptions and lists, especially those involving discipline.
5. Not being consistent with other company documents.
6. Not adding a disclaimer, or not having enough disclaimers in the right places.
7. Sabotaging disclaimers by what you do or say, especially by reassuring employees that their jobs are secure, and they'll be fired only for a specific reason.
8. Not adapting the handbook for each state's laws. You may need more than one version of the handbook if you have employees in other states.
9. Failing to update the manual frequently for changing laws.
10. Being unrealistic about what your employees or supervisors will buy into or, as a CEO, stuff you don't plan to enforce. It sets the company and the employees up for failure.