

## MODEL EMPLOYEE HANDBOOK FOR SMALL BUSINESS%0A

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MODEL EMPLOYEE HANDBOOK FOR SMALL BUSINESS. INTRODUCTION The NFIB Legal Foundation is pleased to provide you with this Model Employee Handbook for Small Business. This handbook is intended to assist you in creating your own custom employee handbook. The actual polices and procedures of your business may vary due to the size of the company, the number of employees, benefits offered and other

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An employee handbook or manual serves as an introduction to the business, and a reference for any questions your employees may have. In addition to informing employees of their workplace duties, the employee handbook provides information on key policies, such as benefits, dress code, and work schedules.

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Example staff handbook structure for small businesses When to use this example staff handbook structure. Use this model structure as the basis for putting together a new staff handbook or reviewing an existing staff handbook to ensure that it includes details of all the necessary policies, procedures and practices.

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Experts say that small businesses can use employee handbooks to avoid litigation and put staff members at ease by spelling out, in positive terms, the company's policies and expectations. This

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### **7 Tips for Creating an Employee Handbook QuickBooks**

Is your small business growing? If so, it may be time to codify some workplace rules. Creating an employee handbook doesn t ensure compliance, of course, but it can help to put everyone on the same page and also protect a small business owner from certain liabilities. Here are seven tips for creating an employee handbook. 1. Forget [ ]

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