

# EMPLOYEE HANDBOOK/POLICY MANUAL

*“We look forward to continuing to improve our policies and procedures as a result of our relationship with HR Diversified Solutions.*

*In addition to unlimited resources and knowledge, the personal attention and responsiveness has been superior.”*

— Barbara Hutchinson,  
Director of Finance & Administrations  
Charlottesville-Albemarle Airport

## *Clear employer-employee communication is a vital necessity for productive and profitable employee relations*

### EMPLOYEE HANDBOOK

**R**egardless of size, every organization should operate with a clearly worded, up-to-date Employee Handbook.

An Employee Handbook is a basic written publication that is designed, published, and distributed for the purpose of providing employees and their family members with two major pieces of information:

1. What can employees and their families expect from your company?
2. What does your company expect from its employees?

HR Diversified Solutions (HRDS) can work with your organization to develop an Employee Handbook designed specifically to your organization's own policies, practices, and beliefs.

Advantages of having an up-to-date, published Employee Handbook include:

- Promotes understanding of company personnel and benefit policies
- Promotes consistency and management credibility

- Documents your fair employment practices and compliance with federal/state equal employment opportunity laws
- Can be a valuable legal defense
- Is an employee orientation tool
- Is an effective recruiting tool
- Is a ready reference tool for supervisors
- Provides employees with a sense of self-esteem and job security

### POLICY MANUAL

A Personnel Policy Manual is a fundamental communication tool for management to document and clarify policies and practices, thus eliminating morale problems, complaints, and grievances before they arise. A well-written Policy Manual avoids difficulties that result from unwritten or inconsistent policy, and lack of proper communication.

### HRDS MENU OF SERVICES INCLUDE:

- Employee handbooks
- Development of Human Resource policies and procedures
- Employee communication materials



**HR Diversified Solutions LLC**  
*Local Presence, Global Knowledge*

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