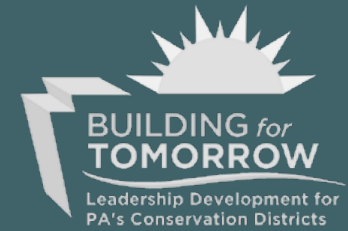
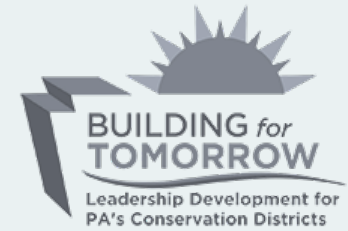


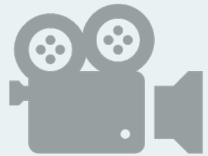
Employee Handbook & HR Resources



2025 Fall Leadership Webinar Series
Wednesday December 17, 12:00 – 1:00pm



Welcome



This webinar is being recorded.



Attendees are muted.

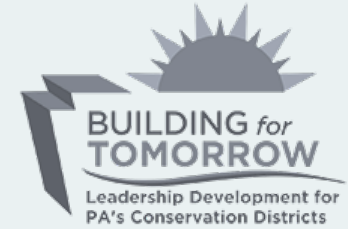


Please type questions & comments in the chat window.

Financial and other support for the Building for Tomorrow Leadership Development Program is provided through a grant from the Pennsylvania State Conservation Commission. Guidance for the Program is provided through the Pennsylvania Conservation Partnership's Leadership Development Committee.

Introduction

- Background



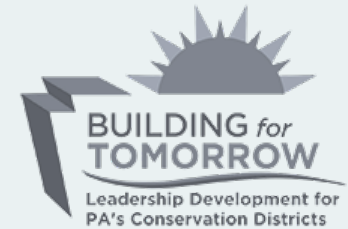
Introduction

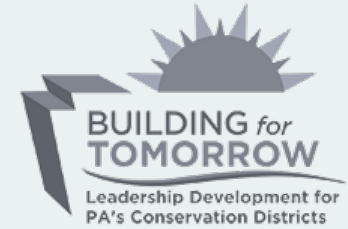
- Background
- Agenda
 - Importance of regular employee handbook updates
 - 2 Checklists & 1 Best Practice
 - Priority areas for updated/new employee policies
 - Next Steps



Introduction

- Background
- Agenda
 - Importance of regular employee handbook updates
 - 2 Checklists & 1 Best Practice
 - Priority areas for updated/new employee policies
 - Next Steps
- Attribution & Disclaimer



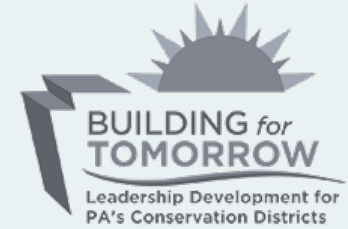


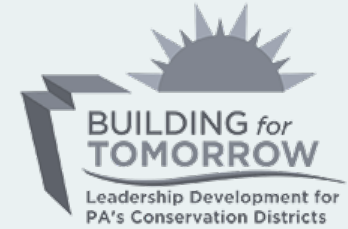
Share in Chat:

What is your most pressing HR or policy need?

Policy Fundamentals

- Good policy reduces risk





Policy Fundamentals

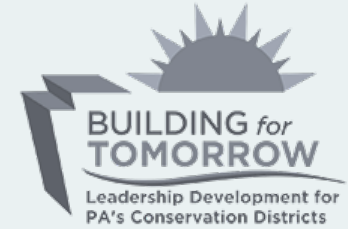
- Good policy reduces risk
- Policy & Procedures Manuals



Policy Fundamentals

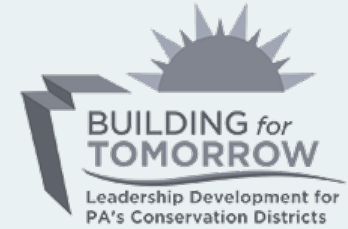
- Good policy reduces risk
- Policy & Procedures Manuals
- Employee Handbook

Employee Handbook



Benefits the Employee

- Clear understanding of rules & policies
- Assurance of fairness, transparency, compliance



Employee Handbook

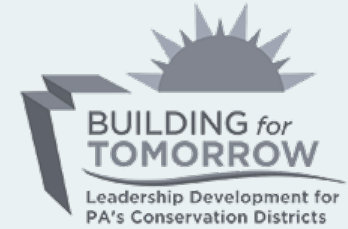
Benefits the Employee

- Clear understanding of rules & policies
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Benefits the Employer

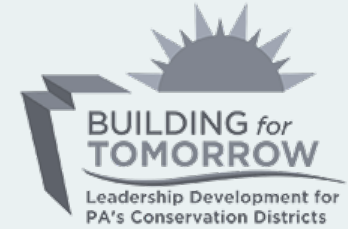
- Clearly outlined and consistently enforced policies protect from liability
- Reinforces Organizational Culture: mission, vision, values + commitment to improvement

Handbook Review & Updates



Internal Employee Handbook Review: yearly

Review by Legal Counsel: Every 2-3 years

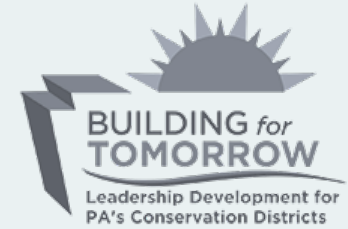


Handbook Review & Updates

Internal Employee Handbook Review: Annually
Review by Legal Counsel: Every 2-3 years

Why?

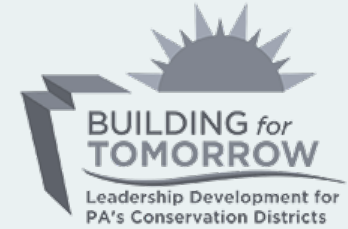
- Review to ensure legal compliance and relevance
- Update to effectuate change, address an issue, or prioritize values



Compliance Checklist

- Disclaimer language stipulating that the handbook is not an employment contract or guarantee of any benefit and that the employer has the right to amend the handbook without prior notice.
- Clear at-will employment language, if applicable.
- A thorough but general equal employment opportunity provision and a process for appeal.
- A process to follow for an employee seeking accommodations for a disability or some other protected status.

Compliance Checklist pt2

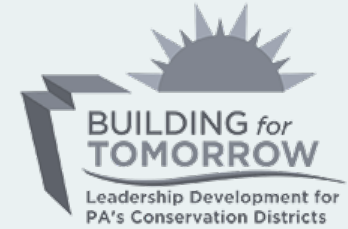


- A clear anti-harassment statement and a process for making a harassment claim.
- A description of the employer's method of implementing Family and Medical Leave Act rights, including definitions.
- Identification of eligibility and duration of various leaves of absence.
- An outline of eligibility for vacations and holidays.



Compliance Checklist pt3

- Clear descriptions of payroll practices, including overtime, premium pay, and increases.
- A clear description of time-keeping practices, particularly the employees' responsibilities.
- A clear description of welfare and retirement benefits, including eligibility and reference to plan documents, as appropriate.
- Identification of clear and defensible work rules.
- A clear process for resolving disputes.



Completeness Checklist pt1

Welcome Message to New Employees and Recognition of Current Employees

- Company Mission Statement
- Equal Opportunity Statement
- Contractual Disclaimer and At-Will Statement
- Purpose of the Employee Handbook
- Background Information on the Company
- Orientation process checklist

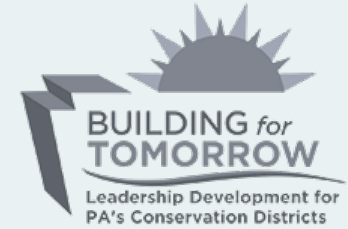
Completeness Checklist pt2



Policies and Procedures

- ADA (Americans with Disabilities Act)
- Personal Safety
- Sexual Harassment
- Drug and Alcohol
- Violence and Weapons
- Attendance
- Hours of Work
- Meal and Rest Periods
- Overtime
- Timekeeping

Completeness Checklist pt3



Policies and Procedures (continued)

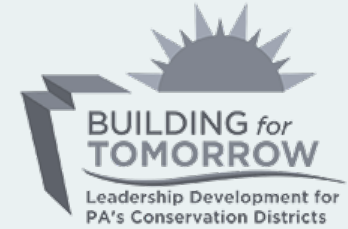
- Personnel Records
- Paydays
- Payroll Deductions
- Garnishments
- Performance Reviews
- Promotions
- Transfers
- Termination: Reduction in Force, Layoff/Recall
- Bulletin Boards
- Telephone/E-mail/Internet Use
- Social Media

Completeness Checklist pt4



Benefits

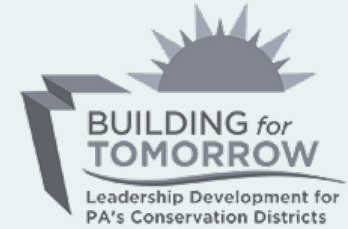
- Bereavement Leave
- Call-In/Report-In Pay
- Commitment of the Company
- Disability Leave
- Educational Assistance Program
- Emergency Procedures
- Employee and Employer Responsibility for Safety
- Employee Resource Groups
- Family and Medical Leave
- Health Insurance



Completeness Checklist pt5

Benefits

- Holidays
- Jury Duty
- Life Insurance
- Lifestyle and Wellness Spending Accounts
- Medical Services
- Menopause Support
- Mental Health Benefits
- Military Leave
- Paid Time Off
- Personal Leave



Completeness Checklist pt6

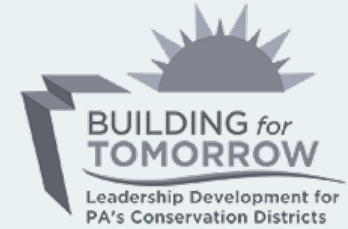
Benefits

- Personal Protective Equipment
- Pet-Friendly Perks
- Retirement and Pension Plans
- Service Awards
- Sick Leave
- Student Loan Assistance
- Training
- Unemployment Insurance
- Vacation
- Workers' Compensation



Completeness Checklist pt7

- OSHA Requirements: Safety Rules, Reporting Accidents
- Other Procedures
- Standards of Conduct
- Progressive Discipline
- Exit Process
- Acknowledgment of Receipt
- **Disclaimer:** employer has the right to change the rules without notice, that employment is at will (where allowed) and that the handbook does not create a contract.



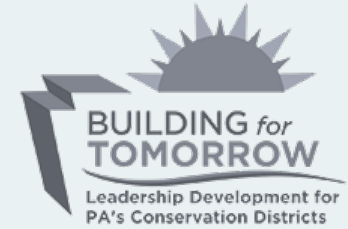
One Best Practice

Annual review and acknowledgement of policies connected to employee conduct, ethics, discriminatory harassment, and respectful workplaces.



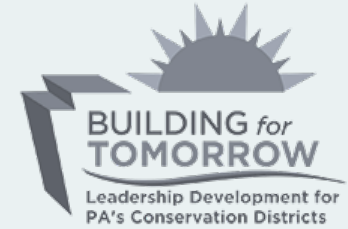
Priority Areas for Policy Updates

- Addressing Changing Workplace
- Addressing Changing Technology
- Addressing Changing Employee Expectations
- Addressing Employee Safety
- Addressing Employee Conduct and Ethics



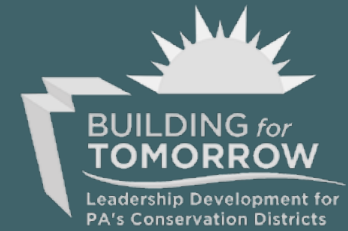
Manager listserv requests

- Requests for job descriptions – 9
- Parental leave policies – 4
- Hiring & Separation policies – 3
- Flex /comp time policy – 3
- Cybersecurity questions – 3
- Annual performance evaluations – 3
- Job tiers/classifications – 2
- Others (1 each): AI policy, Data sharing, Field safety protocols, Onboarding checklist, Social media policy, Intern policy/agreement, Cell phone stipend, Vehicle use



Next Steps

- Posting Checklist reference doc, 2025 Employment Law reference, webinar slides & video
- Survey of priority training topic needs for a quarterly webinar series for 2026 – 27:
 - Process/procedure for developing new policy?
 - AI prompting to help support HR functions?
- Survey of needs for an HR Resource Hub:
 - Identify priority areas for sample policy > post sample language from SHRM > invite districts to share their own examples?
 - Identify other resource needs: outlines/checklists? sample forms, templates, etc.?



Thank you

Upcoming Webinars:

Foundations of Project Management

Thursday December 18, 9:00am – 10:00am