

Creating an Employee Handbook

Practical Law Labor & Employment

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A Matter Map for drafting, reviewing, distributing, and maintaining an employee handbook for private employers. This Matter Map assumes that the employer is either creating an employee handbook from scratch or reviewing and revising an existing handbook to ensure policies comply with and reflect legal and operational changes. This Matter Map is a structural overview of a legal matter and can be used as a tool for planning and budgeting the matter. It is not an exhaustive list of the tasks necessary to complete the matter. Certain tasks may not apply in every audit or may be carried out in a different order from the one presented.

[Create my map](#)

1. Preliminary matters

Gather information on the employer and its workforce
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Identify applicable employment laws
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2. Employee handbook

Draft handbook
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Review handbook
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3. Establish protocols on ha...

Establish protocols for handbooks for union employees
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Establish protocols for employees of multi-state employer
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Establish protocols for translations of handbook or policies
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Establish protocols for employees' acknowledgment of receipt and review
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Establish protocols for client's ongoing maintenance of handbook
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