“Help! The ABC’s of Employee Handbooks for School District Business Officers”

SDASBO Fall Conference

September 27, 2018
EMPLOYEE HANDBOOKS

Five Fundamentals

1. Purpose Of Your Handbook?

2. What Should Your Handbook Accomplish?
3. What Is Your Handbook *Not*?

4. Five Biggest Handbook Mistakes

5. Handbook “Must Haves”
EMPLOYEE HANDBOOKS

Purpose of Your Handbook?

- Communication Resource
  - School Mission, Values, Policies, Procedure, Benefits
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Purpose of Your Handbook?

● Limits Legal Liability

□ Protects Against Discrimination/
Unfair Treatment Claims
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Purpose of Your Handbook?

- Administrative Time Saver
  - Helps Orient New Employees
  - Answers Questions During Employment
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What Should Your Handbook Accomplish?

- Three “C’s”
  - Not A Contract
  - Communicate Policies
  - Comply With Law
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What is Your Handbook Not?

- No Substitute For Good Practices
  - Policies Are Worthless Unless Administration/Board Follow Them
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What is Your Handbook Not?

- No Substitute For Personal Interaction

☐ Still Need One-On-One Interaction
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5 Biggest Handbook Mistakes

(1) “One Size Does Not Fit All”

☐ Handbook Must Be Tailored To Your School District

☐ Set School District’s Culture
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5 Biggest Handbook Mistakes

(2) “Are You Kidding Me?”

- Don’t Set Unrealistic Policies
- Don’t Unduly Limit Discretion
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5 Biggest Handbook Mistakes

(3) “I’m Glad That’s Over!”

- Failure To Update And Train
- Who’s In Charge?/How Often?
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5 Biggest Handbook Mistakes

(4) “Did You Hear About . . . ?”

☐ Privacy Issues

☐ Medical Privacy (HIPAA), Confidential Information, Personnel Issues
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5 Biggest Handbook Mistakes

(5) “I Thought It Was A Gift!”

- Laptops, Cell Phones, Tools
- Proper Use & Consequences
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Policy “Must Haves”

(5) “I Thought It Was A Gift!”

☐ Laptops, Cell Phones, Tools

☐ Proper Use & Consequences
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Policy “Must Haves”

● Employment At-Will Disclaimer

● Anti-Harassment & Anti-Discrimination

● Employee Classifications
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Policy “Must Haves”

- Employee Benefits
- Hours of Work
- Sick/Personal Days
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Policy “Must Haves”

- FMLA
- COBRA
- Employee Conduct
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Policy “Must Haves”

- Technology
- Employment Termination
- Employee Conduct
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Policy “Must Haves”

- Customization
- Process of Revising & Updating
- Acknowledgment of Receipt
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Questions & Answers
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