

costco employee handbook pdf

costco employee handbook pdf: Your Comprehensive Guide to Employment at Costco

If you're considering a career at Costco Wholesale or are already an employee, understanding the company's policies, benefits, and expectations is crucial. The **costco employee handbook pdf** serves as an essential resource, providing detailed information on workplace policies, employee responsibilities, and company culture. This article offers an in-depth overview of the Costco employee handbook, how to access it, key sections it covers, and why it is vital for both new and existing employees.

What Is the Costco Employee Handbook PDF?

The **costco employee handbook pdf** is an official document provided by Costco Wholesale that outlines workplace policies, employee rights, and responsibilities. It acts as a reference guide, ensuring employees understand company standards, procedures, and benefits. The PDF format allows for easy access and distribution, making it convenient for employees to review policies anytime.

How to Access the Costco Employee Handbook PDF

Accessing the Costco employee handbook is straightforward. Here are common ways to obtain it:

1. **Through the Employee Portal:** Costco employees can log into the official employee portal, which often features a dedicated section for HR resources, including the handbook.
2. **Company Intranet:** Internal company websites or intranet pages typically host the latest version of the employee handbook in PDF format.
3. **Request from HR:** Employees can request a copy directly from Human Resources if they cannot locate the document online.
4. **New Employee Orientation:** During onboarding, new hires usually receive a printed or digital copy of the handbook.

Make sure to verify that you are accessing the most recent version, as policies may be updated periodically.

Contents of the Costco Employee Handbook PDF

The Costco employee handbook covers a broad range of topics to ensure employees are well-

informed. Below are the main sections typically included:

1. Welcome Message and Company Overview

- Introduction to Costco's mission, values, and culture
- History and growth of the company
- Commitment to employee satisfaction and community involvement

2. Employment Policies

- Equal employment opportunity statements
- Anti-discrimination and harassment policies
- Recruitment, hiring, and onboarding procedures
- Employment classifications (full-time, part-time, temporary)

3. Compensation and Benefits

- Pay schedules and payroll policies
- Overtime and holiday pay
- Employee discounts
- Health, dental, vision insurance options
- Retirement plans, including 401(k) options
- Paid time off, vacation, and sick leave policies

4. Work Expectations and Conduct

- Code of conduct and professionalism
- Attendance and punctuality policies
- Dress code guidelines
- Safety procedures and accident reporting
- Use of company property and technology
- Confidentiality and data security

5. Performance and Development

- Performance review processes
- Training and development opportunities
- Promotions and career advancement
- Disciplinary procedures

6. Workplace Policies

- Customer service standards
- Handling complaints and conflicts
- Substance abuse policies
- Social media and communication guidelines

- Remote work policies (if applicable)

7. Termination and Resignation

- Procedures for voluntary resignation
- Termination policies
- Exit interview process
- Final paycheck and benefits continuation

Why the Costco Employee Handbook PDF Is Important

Understanding and reviewing the Costco employee handbook is vital for several reasons:

- **Clarity of Expectations:** It clearly defines what is expected from employees in terms of behavior, performance, and professionalism.
- **Legal Protection:** It ensures employees are aware of their rights and the company's legal obligations.
- **Resource for Policies:** It serves as a go-to document for policies on benefits, safety, conduct, and more.
- **Supports Compliance:** Adherence to policies helps maintain a positive and compliant work environment.
- **Facilitates Communication:** Employees can reference policies to resolve questions and concerns effectively.

Updating and Reviewing the Employee Handbook

Companies like Costco regularly update their employee handbook to reflect changes in policies, laws, and company initiatives. Employees are encouraged to:

- Review the latest version whenever it is updated
- Attend orientation sessions or training that cover policy updates
- Contact HR for clarification on any policies

Staying informed ensures compliance and helps foster a respectful and productive workplace.

Additional Resources for Costco Employees

Beyond the employee handbook, Costco offers various resources to support staff, including:

- Employee assistance programs (EAPs)
- Online training modules
- HR contact information
- Employee recognition programs
- Health and wellness initiatives

Access to these resources is often provided through the employee portal or company intranet.

Conclusion: The Value of the Costco Employee Handbook PDF

The **costco employee handbook pdf** is an indispensable tool for understanding the company's policies, benefits, and expectations. Whether you're a new hire or a seasoned employee, familiarizing yourself with this document will help you navigate your role effectively, ensure compliance, and maximize your benefits. To get the most out of your employment experience at Costco, always ensure you're referring to the latest version of the handbook and seek clarification from HR when needed.

By staying informed and engaged with the policies outlined in the employee handbook, you contribute to maintaining Costco's reputation as a great place to work — one that values its employees and fosters a positive, inclusive environment.

Frequently Asked Questions

Where can I find the official Costco employee handbook in PDF format?

The official Costco employee handbook PDF is typically available through the company's internal HR portal or employee resources site. If you are a current employee, you should log into your employee account to access the most recent version.

Is the Costco employee handbook publicly accessible online?

No, the Costco employee handbook PDF is generally restricted to employees and authorized

personnel. For official and up-to-date information, employees are advised to access it through internal company channels.

What topics are covered in the Costco employee handbook PDF?

The handbook covers policies on workplace conduct, employee benefits, safety procedures, code of ethics, hours and scheduling, dress code, and other employee guidelines essential for working at Costco.

How often is the Costco employee handbook updated in PDF form?

The handbook is typically reviewed and updated annually or as needed to reflect changes in policies, legal requirements, or company practices. Employees should always refer to the latest version available through official channels.

Can I access the Costco employee handbook PDF from my mobile device?

Yes, if the handbook is hosted on the company's internal portal or a compatible document platform, you can access and view it from mobile devices with internet access.

Are there any restrictions on sharing the Costco employee handbook PDF?

Yes, the handbook contains confidential and proprietary information. Employees should not share the PDF outside of authorized personnel or use it for unauthorized purposes.

What should I do if I can't find the Costco employee handbook PDF?

If you're unable to locate the PDF, contact your HR representative or supervisor for assistance. They can provide you with the latest version or guide you on how to access it.

Is there a printed version of the Costco employee handbook available?

Yes, printed copies may be provided upon hiring or upon request. However, the most current and authoritative version is usually maintained digitally in PDF format.

Does the Costco employee handbook PDF include information on employee benefits and policies?

Yes, it includes details about employee benefits, including health insurance, retirement plans, time off, and workplace policies to ensure employees understand their rights and responsibilities.

Additional Resources

Costco Employee Handbook PDF: An In-Depth Review and Guide

In the world of retail giants, Costco Wholesale stands out not only for its expansive product offerings and membership model but also for its comprehensive employee policies and corporate culture. Central to understanding how Costco maintains its high standards is its Employee Handbook PDF—a vital document that guides employees through company policies, expectations, benefits, and procedures. In this article, we delve into the intricacies of the Costco Employee Handbook PDF, exploring its structure, content, accessibility, and significance for both new and seasoned employees.

Understanding the Costco Employee Handbook PDF

The Costco Employee Handbook PDF is a formal digital document that encapsulates everything an employee needs to know about working at Costco. Serving as an official resource, it ensures consistency in communication and operational procedures across all locations.

The Purpose and Importance of the Handbook

- **Guidance and Clarity:** The handbook provides clear instructions on company policies, employee rights, responsibilities, and expected conduct. It acts as a roadmap for navigating the workplace environment.
- **Legal Protection:** It helps mitigate legal risks by outlining policies related to harassment, discrimination, safety standards, and compliance with labor laws.
- **Company Culture:** The document reinforces Costco's core values—integrity, respect, and community—ensuring employees embody these principles in their daily tasks.
- **Onboarding Tool:** For new hires, the handbook is an essential resource that accelerates onboarding, helping them understand company policies and expectations from day one.

Format and Accessibility of the PDF

The Costco Employee Handbook PDF is typically available through internal portals or HR platforms accessible to employees. It is designed to be user-friendly, with features such as:

- Search functionality for quick reference
- Hyperlinks for easy navigation between sections
- Clear headings and bullet points for readability
- Up-to-date content reflecting current policies and legal standards

Most employees receive an electronic copy during orientation, with periodic updates communicated via email or internal notices.

Key Components of the Costco Employee Handbook PDF

A comprehensive employee handbook covers multiple facets of employment, tailored to align with Costco's operational standards. Let's explore the core sections in detail:

1. Introduction and Company Overview

This section introduces new employees to Costco's mission, vision, and core values. It often includes:

- A brief history of Costco
- The company's commitment to quality, customer service, and employee development
- An overview of the organizational structure

Understanding this foundation helps employees align their personal performance with corporate goals.

2. Employment Policies and Procedures

This critical section details:

- Employment Status: Full-time, part-time, seasonal, or temporary roles
- Work Hours and Scheduling: Policies on shift assignments, overtime, and breaks
- Attendance and Punctuality: Expectations and procedures for reporting absences
- Performance Expectations: Standards for quality, customer service, and teamwork
- Disciplinary Procedures: Steps taken in case of misconduct or policy violations

3. Compensation and Benefits

Costco is known for its competitive employee benefits. This section covers:

- Wages and Pay Schedules: How and when employees are paid
- Health Insurance: Medical, dental, and vision plans
- Retirement Plans: 401(k) options and employer contributions
- Paid Time Off: Vacation, sick leave, and personal days
- Employee Discounts: Details about store discounts and perks

4. Workplace Conduct and Expectations

To foster a respectful environment, the handbook emphasizes:

- Code of Conduct: Professional behavior, dress code, and grooming standards

- Harassment and Discrimination Policies: Zero-tolerance stance with reporting procedures
- Safety Standards: OSHA compliance, safety protocols, and accident reporting
- Use of Company Property: Policies on equipment, technology, and personal devices

5. Training and Development

Costco invests in employee growth, reflected in sections covering:

- Orientation Programs: Initial training modules
- Ongoing Training: Workshops, certifications, and skill development
- Promotion Opportunities: Internal advancement policies

6. Termination and Resignation Procedures

Clear guidelines on:

- Voluntary resignation processes
- Involuntary termination policies
- Exit interviews and final pay procedures

7. Confidentiality and Data Security

Employees are instructed on safeguarding company information, customer data, and proprietary technology.

Special Features of the Costco Employee Handbook PDF

Beyond standard policies, Costco's handbook often includes unique elements that reflect its corporate philosophy:

1. Emphasis on Respect and Diversity

Costco champions an inclusive workplace, with policies promoting:

- Equal opportunity employment
- Respect for cultural differences
- Anti-discrimination guidelines

2. Focus on Employee Well-being

The document highlights programs aimed at:

- Mental health support
- Wellness initiatives
- Work-life balance strategies

3. Sustainability and Corporate Responsibility

The handbook underscores Costco's commitment to sustainability, encouraging employees to participate in initiatives like recycling and energy conservation.

4. Emergency Protocols and Crisis Management

Guidelines on handling emergencies—fires, natural disasters, or security threats—are detailed to ensure employee safety.

Accessibility and Usage of the Costco Employee Handbook PDF

Ensuring all employees have easy access to the handbook is crucial. Costco typically makes the PDF available through:

- Employee portals: Secure login areas
- HR communication: During orientation or onboarding
- Company intranet: Updated versions posted periodically
- Mobile accessibility: Optimized for smartphones and tablets

Employees are encouraged to review the handbook regularly, especially after updates, to stay informed about policy changes.

Legal and Compliance Aspects of the Handbook

The Costco Employee Handbook PDF is not just a guideline but also a legal document that helps:

- Clarify employee rights and responsibilities

- Protect the company against legal disputes
- Ensure compliance with federal and state labor laws
- Maintain safety standards mandated by OSHA and other authorities

Legal language within the handbook is carefully crafted to balance employee rights with company interests.

How to Use the Costco Employee Handbook PDF Effectively

For maximum benefit, employees should:

- Read thoroughly: Familiarize themselves with all sections
- Refer regularly: Use the PDF as a go-to resource for questions
- Stay updated: Review amendments or policy updates promptly
- Seek clarification: Contact HR if any policy is unclear
- Comply diligently: Follow policies to ensure a positive work environment

Final Thoughts: The Value of the Costco Employee Handbook PDF

The Costco Employee Handbook PDF is an essential tool that embodies the company's commitment to fair, safe, and respectful employment practices. It not only informs employees of their rights and responsibilities but also reinforces Costco's core values and corporate culture. For new hires, it acts as a foundational document that eases onboarding and integration. For seasoned employees, it serves as a reference point to uphold standards and adapt to policy changes.

In essence, the handbook is a reflection of Costco's dedication to transparency, employee well-being, and operational excellence. Its comprehensive nature ensures that employees are well-informed, empowered, and aligned with the company's mission—contributing to Costco's reputation as a leading employer in the retail sector.

Disclaimer: The specific content and structure of the Costco Employee Handbook PDF may vary by location and over time. Employees are encouraged to access the most current version through official company channels.

Costco Employee Handbook Pdf

costco employee handbook pdf: Human Resource Management Talya Bauer, Berrin Erdogan, David Caughlin, Donald Truxillo, 2019-01-02 Winner of the 2020 Most Promising New Textbook Award from the Textbook & Academic Authors Association (TAA) Human resources is rapidly evolving into a data-rich field but with big data comes big decisions. The best companies understand how to use data to make strategic workforce decisions and gain significant competitive advantage. Human Resource Management: People, Data, and Analytics introduces students to the fundamentals of talent management with integrated coverage of data analytics. Features tied to SHRM competencies and data exercises give students hands-on opportunities to practice the analytical and decision-making skills they need to excel in today's job market. Engaging examples illustrate key HRM concepts and theories, which brings many traditional HRM topics to life. Whether your students are future managers or future HR professionals, they will learn best practices for managing talent in the changing workplace. A Complete Teaching & Learning Package SAGE Premium Video Included in the Interactive eBook! SAGE Premium Video tools and resources boost comprehension and bolster analysis. Videos featured include Inside HR interviews where students can hear how real companies are using HR to gain competitive advantage, as well as SHRM and TedTalk videos. Interactive eBook Includes access to SAGE Premium Video, multimedia tools, and much more! Save when you bundle the interactive eBook with the print version. Order using bundle ISBN: 978-1-5443-6572-5. SAGE coursepacks FREE! Easily import our quality instructor and student resource content into your school's learning management system (LMS) and save time. SAGE edge FREE online resources for students that make learning easier.

costco employee handbook pdf: Human Resource Management Mary Gowan, Beverly J. DeMarr, Jannifer David, 2022-01-15 Formerly published by Chicago Business Press, now published by Sage Human Resource Management: Managing Employees for Competitive Advantage, Fifth Edition offers a strategic framework—applicable across large and small organizations—to efficiently recognize and empower the right talent in a rapidly evolving business environment. Written in an accessible and engaging manner, authors Mary Gowan, Beverly DeMarr, and Jannifer David enable students to learn about the various practices and tools that can be used for effective employee management, as well as how to leverage them in different situations. This title is accompanied by a complete teaching and learning package. Contact your Sage representative to request a demo. Learning Platform / Courseware Sage Vantage is an intuitive learning platform that integrates quality Sage textbook content with assignable multimedia activities and auto-graded assessments to drive student engagement and ensure accountability. Unparalleled in its ease of use and built for dynamic teaching and learning, Vantage offers customizable LMS integration and best-in-class support. It's a learning platform you, and your students, will actually love. Assignable Video with Assessment Assignable video (available in Sage Vantage) is tied to learning objectives and curated exclusively for this text to bring concepts to life. Watch a sample video now. LMS Cartridge: Import this title's instructor resources into your school's learning management system (LMS) and save time. Don't use an LMS? You can still access all of the same online resources for this title via the password-protected Instructor Resource Site. Learn more.

costco employee handbook pdf: Handbook on Digital Business Ecosystems Baumann, Sabine, 2022-04-22 This timely Handbook on Digital Business Ecosystems provides a comprehensive overview of current research and industrial applications as well as suggestions for future developments. Multi-disciplinary in scope, the Handbook includes rigorously researched contributions from over 80 global expert authors from a variety of areas including administration and management, economics, computer science, industrial engineering, and media and communication.

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costco employee handbook pdf: Human Resource Management Robert N. Lussier, John R. Hendon, 2025-07-08 Whether your students are HRM or general management majors, Human Resource Management will help them develop the skills they need to recruit, select, train, and develop talent. In the updated Fifth Edition, bestselling authors Robert N. Lussier and John R. Hendon explore the important strategic function HR plays in today's organization.

costco employee handbook pdf: Strategic Staffing Jean M. Phillips, 2023-01-05 Formerly published by Chicago Business Press, now published by Sage Strategic Staffing equips both current and future managers with the knowledge and skills to adopt a strategic and contemporary approach to talent identification, attraction, selection, deployment, and retention. Grounded in research, this text covers modern staffing concepts and practices in an engaging and reader-friendly format. Author Jean Phillips expertly guides students in developing a staffing strategy that aligns with business objectives, accurately forecasting talent needs, conducting thorough job or competency analysis, and strategically sourcing potential recruits. The Fifth Edition includes the effects of the COVID-19 pandemic on staffing needs worldwide, new coverage of staffing-related technologies, and updated examples throughout, providing students with the latest and most relevant knowledge in the field. Included with this title: LMS Cartridge: Import this title's instructor resources into your school's learning management system (LMS) and save time. Don't use an LMS? You can still access all of the same online resources for this title via the password-protected Instructor Resource Site.

costco employee handbook pdf: Strategic Staffing Jean Phillips, 2019-01-15 Formerly published by Chicago Business Press, now published by Sage Strategic Staffing, 4e prepares all current and future managers to take a strategic and modern approach to the identification, attraction, selection, deployment, and retention of talent. Organizations increasingly realize that their employees are the key to executing their business strategies, and the current competition for talent has made the identification and attraction of high-performing employees essential for companies to succeed in their marketplaces. The right employees give their organization a competitive advantage that sets it apart and drives its performance. In today's business environment, a company's ability to execute its strategy and maintain its competitive edge depends even more on the quality of its employees. And the quality of a company's employees is directly affected by the quality of its recruiting and staffing systems. Because hiring managers are involved in the staffing process, hiring managers and human resources (HR) professionals need to be familiar with strategic staffing techniques. Over the past 10 years, advancing technology and the increased application of data analytics have changed the practices of sourcing, recruiting, and staffing. Strategic Staffing 4e is grounded in research, communicates practical and modern staffing concepts and the role of staffing in organizational performance, and is engaging to read. The new edition contains updates to many sections on the roles of technology and analytics and adds more focus to the discussion of ethics that was added to the fourth edition. New research findings were also incorporated, and many company examples were updated. The fifth edition of Strategic Staffing continues to present up-to-date staffing theories and practices in an interesting, engaging, and easy-to-read format.

costco employee handbook pdf: Masculinity at Work Ann C. McGinley, 2016-05-31 This book explains how masculinity defeats equal rights for both men and women in the workplace, and to encourage the public, lawyers, and the courts to do something about it. Although Title VII of the Civil Rights Act of 1964 protects both men and women from sex discrimination at work, the courts do not always know illegal discrimination when they see it. In fact, because it is considered normal, masculinity is often invisible to the naked eye.--Author.

costco employee handbook pdf: Human Resource Management John Bratton, Jeff Gold, Andrew Bratton, Laura Steele, 2021-12-30 Authoritatively and expertly written, the new seventh edition of Bratton and Gold's Human Resource Management builds upon the enduring strengths of this renowned book. Thoroughly updated, topical and accessible, this textbook explores the theory and practice of human resource management and will encourage your students to reflect critically on the realities of the ever-changing world of work. The new edition truly captures the zeitgeist of

contemporary human resource management. With coverage of the Covid-19 pandemic in relation to business ethics, physical and mental wellbeing, inequality and the rise of the gig-economy and precarious work, students will feel connected to the complex issues that face workers, organisations and wider society. This edition also includes expanded coverage on the ever-palpable effects of globalization and technological change and explores the importance of sustainable practice. Students will gain critical insight into the realities of contemporary HRM, engaging with the various debates and tensions inherent in the employment relationship and understanding the myriad of different theories underpinning human resource management. New to this edition: - New 'Ethical Insight' boxes explore areas of current ethical concern in trends and practice - New 'Digital Spotlight' boxes explore innovations in technology, analytics and AI and the impact on workers and organisations - Topical coverage on job design and the rise of the gig economy and precarious work - A critical discussion of the core themes and debates around human resource management in the post-Covid-19 era, including mental health and wellbeing. - A rich companion website packed with extra resources, including video interviews with HR professionals, work-related films, bonus case studies, links to employment law, and vocab checklists for ESL students make this an ideal text for online or blended learning.

costco employee handbook pdf: Framing and Managing Lean Organizations in the New Economy Darina Lepadatu, Thomas Janoski, 2020-02-18 This book examines the dominance and significance of lean organizing in the international economy. Scholars from each discipline see lean production as positive or negative; the book blends theory with practice by sorting out these different academic views and revealing how lean is implemented in different ways. The first part synthesizes academic research from a range of disciplines—including, engineering, sociology, and management—to present the reader with an integrated understanding of the benefits and drawbacks of lean management. The second part links this theory to practice, with a set of case studies from companies like Apple, Google, Nike, Toyota, and Walmart that demonstrate how lean is implemented in a variety of settings. The book concludes with three models, explaining how Toyotism, Nikefication with offshoring, and Waltonism provide full or less complete models of lean production. It clearly presents the positive and negative aspects of lean and insights into the culture of lean organizations. With its rich interdisciplinary approach, *Framing and Managing Lean Organizations in the New Economy* will benefit researchers and students across a range of classes from management, sociology, and public policy to engineering.

costco employee handbook pdf: The Cultural Dimension of Global Business Gary P. Ferraro, Elizabeth K. Briody, 2017-03-27 Now in its eighth edition, *The Cultural Dimension of Global Business* continues to provide an essential foundation for understanding the impact of culture on global business and global business on culture. The highly experienced authors demonstrate how the theory and insights of cultural anthropology can positively influence the conduct of global business, examining a range of issues that individuals and organizations face as they work globally and across cultures. The cross-cultural scenarios presented in each chapter allow students of business, management, and anthropology alike to explore cultural difference while gaining valuable practice in thinking through a variety of complex and thorny cultural issues. The fully updated eighth edition offers: • an expanded focus on organizational activities, with two new chapters that provide greater insight into organizational culture and change, and customer engagement; • fresh case study material with a range of examples drawn from around the world; • further resources via a companion website, including a fully updated Instructor's Manual and new interactive quiz questions for students.

costco employee handbook pdf: Costco's Employee Loyalty Strategies Punithavathi Srikant, 2008 Costco Wholesale Corporation, the seventh largest global retailer (as of 2007), stands out in the crowd as an exceptional retailer, which adopts distinctive employee welfare strategies. The company develops programmes and employee benefits that motivate its employees and strives to create an environment that fosters employee loyalty. While offering excellent employees benefits is not viewed very favorably by the investment community, Costco's CEO, Jim Sinegal, firmly

believes that keeping employees satisfied and loyal will result in profitability for the organisation in the long-run. This is in stark contrast to the human resources (HR) policies followed by Wal-Mart, the world's largest retailer and analysts doubt if Costco's HR policies will actually pay-off. The case while enumerating the various employee strategies followed by Costco, allows for discussion on whether in the prevailing competitive retailing scenario, a successful retailer has to focus on creating stakeholder value or shareholder value.

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costco employee handbook pdf: Complete Employee Handbook Michael A. Holzschu, 1996 This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day. It guides employers in the development of a cohesive personnel program that is tailored to meet their companys' unique needs and goals. Michael Holzschu explicates potentially confusing matters such as employment-at-will, equal opportunity, sexual harassment, the disabled, and immigrant and legal alien workers in lay terms and points out the dangers of oversight. Stressing the importance of consistency and documentation, he addresses the full range of personnel issues.

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costco employee handbook pdf: The Oxford Handbook of Human Resource Management Peter F. Boxall, John Purcell, Patrick M. Wright, 2007 Publisher description

costco employee handbook pdf: The Employee Handbook Kit Roger B. Jacobs, Cora S. Koch, 1998 This concise, readable explanation of applicable federal & state law offers lawyers & other professionals quick answers to employment questions. Coverage includes: hiring, hours of work & payment of wages, health & safety standards, civil rights, union organizing, collective bargaining & strikes, employer liability for employees' acts, private health care & life insurance, disability or death of employee, employee retirement benefits, termination of employment, & advisors & information sources.

costco employee handbook pdf: The Complete Employee Handbook Lsom, 2013-11 The Employee Handbook is not only an essential tool of communication to the Company's employees on their terms and conditions of employment but also serves as a means of communicating the Company's Rules and Regulations, which are usually not spelt out in the Collective Agreements. The basic Employee Handbook generally covers employees who are not embraced by the union's constitution but the modern approach is to include the Executive/management terms in a separate section; thus the executives/management personnel will have all the terms and conditions of all employees but the non-exempt employees will only have access to their own terms and conditions; the section on communications is shared by all employees. Further, the Employee Handbook can serve as a contract of employment, when a new employee is hired, in circumstances where the Offer letter states "your terms and conditions of employment are covered in the enclosed Employee handbook". The Employer no longer has to write a lengthy offer letter detailing all the terms and conditions, in his attempt to cover all aspects of the employee's terms of employment as well as the applicable benefits. With the Employee handbook, he can write a brief letter of offer specifying the basic salary and major benefits (e.g. car, overseas trips (perk) annually and so forth) and the termination notice. He can conclude by stating "all other terms and benefits are as presented in the Employee Handbook" Many Employers feel that in a unionized environment, there is no need for the Employee Handbook because the terms of employment are covered in the Collective Agreement. The reasons why you should still have an Employee Handbook have been covered above but, where you have a Collective Agreement, you should state at the beginning of your Handbook, after the

introduction on the sections of the Handbook that where the terms of the Collective Agreement cover any provision (for employees covered by the scope of the Agreement) in this Handbook, the cognizant provision of the Collective Agreement shall supersede this. However, for all other employees, unless specifically excluded in writing in their respective contracts of service, the terms, conditions and benefits as specified in the Handbook shall prevail. It is not sufficient to handover the Employment Handbook to each employee. This should be communicated to all employees, preferably in a classroom environment, and employees must acknowledge receipt of such Handbook. One final thing...the "existing benefits which are not usually spelt out in the Collective Agreement can be included here. I hope this Employee Handbook will facilitate the process of updating your Company's Handbook (in Companies where this exists) and the development of new Employee Handbooks in Companies and in countries where such Handbooks are being developed for the first time. This will obviate the need for engaging an experienced Human Resource Consultant to develop such a Handbook, thereby saving the Company several thousand dollars. LSOM Note: To make the Handbook even more comprehensive, you could have a section for Executives and Management who enjoy perks not extended to the Non-Exempt employees. Also, you could specify the maximum basic salary beyond which the employee is not qualified to receive overtime. The section on Executive/Management perks should only be distributed to the personnel concerned. Perhaps, the most important clause is to incorporate the following into the Employee Handbook: Changes may need to be incorporated in this Handbook relating to your terms and conditions and, where these are required, these will be communicated to you because these will then form a part of your contract of service. IMPORTANT: The Management should ensure all employees acknowledge receipt of the Employee Handbook and file the acknowledgement in the respective employee's personal folder.

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