



# Sample Employee Handbook



Nearly five years ago as a member service, the Grain and Feed Association of Illinois in conjunction with the law firm of Hasselberg, Williams, Grebe, Snodgrass and Birdsall developed a sample employee handbook or manual.

Much has changed in the area of employment law (for example the Uniformed Services Employment and Reemployment Rights Act, Smoke Free Illinois Act, Illinois Victims Economic Security and Safety Act, Family and Medical Leave Act, Illinois Wage Payment and Collection Act, and Jury Duty pay). So the handbook has been fully reviewed and revisions have been made to incorporate these recent changes.

If it has been some time since you updated your employee handbook or you're not sure if it covers today's tricky employment laws, this is a must-have for your company. The sample manual/handbook covers a wide range of employment issues. Broad categories include the following:

- Hiring • Conduct and Responsibilities
- Employee Relations • Benefits
- Safety • Business Operations
- Termination • Leaves and Approved Absences

The manual/handbook is an updated sample collection of ideas which may be used as a guide by an employer in developing their own manual. It is not intended to be used "as is" and will require modification to fit the specifics of your company.

Pricing for the Sample Employee Handbook is as follows:

- \$175 - companies who purchased the first edition
- \$260 - member price
- \$425 - non-member price

**Even though the document was drafted by legal counsel, you will need to customize it to your company with the assistance of an attorney.** If you use the services of Hasselberg, Williams, Grebe, Snodgrass and Birdsall to complete the document, their firm will give you a discounted hourly rate.

The document can be sent to you by e-mail in Word format, mailed to you on CD or even as hard copy.

Take steps now to reduce potential employee related problems down the road. Update your current manual with information from this sample or create an entirely new manual.

## Sample Employee Handbook

To order your sample employee handbook/manual, complete this form and return with your payment to the Grain and Feed Association of Illinois

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

How would you like to receive it?     e-mail     hard copy     CD

Enclosed is our payment for \_\_\_\_\_ copies at \$175 (we purchased the first edition)

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### Grain & Feed Association of Illinois

3521 Hollis Drive, Springfield, IL 62711  
Phone 217.787.2417 • Fax 217.787.8671  
info@gfai.org    www.gfai.org