



Terms and Conditions for Employee Manual Clauses

The Employee Manual Clauses at HospitalityLawyer.com are provided as informational, educational, and illustrative purposes only. HospitalityLawyer.com does not render legal advice. You should always consult legal professionals for your specific needs, questions, and services. If you choose to use an employee manual clause, you do so at your own risk.

HospitalityLawyer.com does not make any representations that the employee manual clauses are suitable for a particular use and the user should always independently assure themselves of the accuracy and legal compliance for their particular jurisdiction.

ABOUT THIS MANUAL

Example 1

This manual is not a contract, expressed or implied, guaranteeing employment of any specific duration. Although [company] hopes that your employment relationship with us will be long-term, either you or the company may terminate this relationship at any time, with or without cause or notice.

This manual is supplied to provide you with details of your working conditions, benefits and relevant policies and rules. The information contained within should give you, the employee, the basic guidance and foundation to understand our restaurant aims and goals.

We hope this will empower you with the opportunity to reach your full potential and forge solid career goals, maximizing the benefits to both parties. It is essential that you understand and comply with all the provisions of this manual thoroughly.

The [company] reserves the right to modify, amend, add or delete any policies, procedures or other statements made in this manual according to the change of Federal and State and Local law and the development of the [company].

We strongly encourage you to read this handbook carefully and be familiar with all the issues stated in this manual. We believe that every employee's contribution is valuable and actively encourage staff involvement.

Should you have further concerns toward this manual, please do not hesitate to talk to your immediate supervisor or any management personnel.

Example 2

This employee handbook is presented to communicate important information to all [company's] employees, and is not intended as a written or oral contract of any kind. This handbook is subject to modification, as laws, policies and procedures change throughout time. Information in this handbook is designed for all employees. Matters in this handbook are intended to assist employees in their work efforts. [Company] and its employees acknowledge that their relationship is "at-will" and either party is capable of terminating the relationship at any time, and for any reason. Please take the time to become comfortable and familiar with the hotels policies and procedures.

Example 3

This handbook applies to all [company's] associates. Associates in a collective bargaining unit, however, will be governed by the terms of the collective bargaining agreement to the extent that they differ from the policies and procedures set forth in this handbook.

The policies and procedures contained in this handbook are effective immediately.

[Company] reserves the right, at its sole discretion, to change existing policies and procedures or to implement new ones. [Company] will attempt to keep associates informed of changes; accordingly, from time to time, you may receive updated information concerning changes in policy and procedure. Please check with Human Resources if you have any questions about whether a particular policy has been modified.

The contents of this book are presented merely for information purposes. They do not create a contract and do not modify either your right or [company's] right to terminate your employment at will at any time for any reason, or no reason.

Example 4

While this manual sets out many of the expectations and obligations of both [company] and its employees, no document can predict every possible permutation of circumstance. As such, [company] reserves the right to change the policies herein unilaterally and without prior notice. Any and all changes will be simultaneously posted next to the schedule in the employee break room. It is your responsibility to check this board each time you come to work. This employee handbook is provided as a guide and is not to be considered a contract. Nothing in this employee manual creates a contractual or permanent relationship between [company] and you, the employee. Any expectation you have of guaranteed permanent employment is, therefore unreasonable.

_____ Initial here signifying you have read and agree to this section.

Example 5

This manual is designed to acquaint you with [company] and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this manual applies to all employees of [company]. Following the policies described in this manual is considered a condition of continued employment. However, nothing in this manual alters an employee's status. The contents of this manual shall not constitute nor be construed as a promise of employment or as a contract between the company and any of its employees. The manual is a summary of our policies, which are represented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

[Company] reserves the right to modify, alter or eliminate any and all of the policies and procedures contained in this manual at anytime. We will notify all employees of these changes. Changes will be effective on the dates determined by the company, and after those dates all superseded policies will be null. If you are uncertain about any policy or procedure, speak with your direct supervisor.