

Employee Handbook Quiz



Test your employee handbook knowledge with these true or false questions.

1. Employee handbooks are also known as employment contracts.
False: Your employee handbook should clearly state that it is not an employment contract and that employment is at-will (if applicable with state law). This means that either the employee or employer can terminate the relationship at any time and for any reason as long as it is not discriminatory in nature.
2. You should always have employees sign an acknowledgement form stating they received and read the employee handbook.
True: Signed acknowledgment forms help protect employers from employment-related allegations when the policies in the handbook are compliant with state and federal requirements and are consistently followed.
3. It is a good idea to review your handbook(s) often.
True: It is a good idea to review your handbook(s) annually to ensure that they are in compliance with state and federal requirements. Reviews ensure you are implementing best practices and confirm whether they continue to be consistent with management practices. Old handbooks might commit you to something that cannot be changed if challenged in court.
4. When creating your employee handbook, you do not need to consider specific state and local requirements if you have complied with federal requirements.
False: Many states have employment laws with protections that are greater than those required at the federal level. As an employer, it is important that you understand your requirements and the rights of your employees.
5. Employee handbooks may create an implied contract if they contain a progressive discipline plan or specific corrective action procedures.
True: Employers should be very careful when implementing a progressive discipline plan. Depending on the language used, the employer may become bound to the specific action outlined. Never use words/phrases such as "in all cases," "must," or "will" and make it clear that the policy does not alter your at-will status (if you are located in an at-will state).

Scoring

- 5** - If you got a perfect score, great job! Contact your local Express office to find out how you can receive information to stay current on employee handbooks and other issues.
- 3 - 4** - You're on top of your HR game! However, your local Express office can help you solve any HR challenges that you're facing. In this litigious world, it's nice to have someone to help you deal with tough HR questions.
- 2** - We'd like to help solve your HR issues! Lawsuits are expensive, but we can help limit your exposure. Call Express today to find out how we can help create or review your employee handbook.
- 0 - 1** - Keeping up with everything in the HR world is tough, but Express can help enhance your HR team. Check out our HR Hotline, a service that connects you with HR experts ready to answer your questions and help solve your HR challenges. Contact your local Express office today.