

# IMPORTANCE AND BASICS OF AN EMPLOYEE MANUAL

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Townships of all sizes benefit when a clear, concise, and easy to understand employee manual is provided. Everything within the manual should be applied consistently and fairly to all employees.

Remember to write it in a clear and understandable manner so that your employees can grasp what they're reading without confusion. Certain elements must be included by law, and some parts are there to protect you and your township. With regard to federal law, make sure you include the following:

- Family medical leave policies
- Equal employment and non-discrimination policies
- Workers' compensation policies

Incorporating workers' compensation into the employee manual shows staff that you take work injuries seriously. It can also save you trouble with legal issues and employee relations down the line.

## Consider including these points in your policy:

- Employees must report work injuries right away.
  - Be sure supervisors know the importance of prompt reporting and to pass along any reports of injury directly to the Claim Reporting Hotline at (844) 562-2720 (available 24/7) or by visiting the TOIRMA website at [toirma.org/claims-management/](http://toirma.org/claims-management/).
- Employees will be brought back to work as soon as they are medically able.
  - Even if an injured employee can't return to his or her regular job right away, providing transitional (light duty) work as soon as possible reduces claim costs and increases the likelihood that the employee will recover smoothly.
- Fraud is not tolerated.
  - Workers' compensation fraud is punishable under state law. Let employees know that you have zero tolerance for fraud and offenders will be pursued.

Work with your township attorney to create a policy that works for your township. You can find a Personnel Policy template on the Township Officials of Illinois website at [www.toi.org/Resources/Download-Center](http://www.toi.org/Resources/Download-Center). Look for Personnel Policy (Rev2018) that was posted 3/13/2018.

