Create an Employee Handbook
Business Communication
Long Term Group Project
Instructor: Caledon Smith

Timeline:
15+Hours

Objectives:

After completing this project, the student will be able to:
1. Develop a job description for a business and assign job titles. Decide what product(s) the company will produce.
2. Use Microsoft Word to prepare an employee handbook with rules, regulations, benefits, and job descriptions, etc.
3. Use Microsoft Word or Publisher to design a company logo, business card, and letterhead stationery.
4. Use Microsoft Word or PowerPoint to create an organizational chart of employees.
5. Use Microsoft Access to create a database of employees.
6. Use Microsoft Excel to create a spreadsheet for company payroll.
7. Use Microsoft PowerPoint to prepare and deliver an oral presentation of the project.

GPS:
BMA-BT-1
Demonstrate employability skills required by business and industry

BMA-BT-2
Create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.

BMA-BT-3
Develop organizational communication skills through professional leadership, personal ethics, and customer/business relationships.

BMA-BT-4
Manage data in spreadsheet software for effective use in a business environment.

BMA-BT-6
Develop creditable research skills to use information from a variety of sources.

BMA-BT-7
Acquire database skills to manage data in a business environment.

BMA-BT-8
Develop personal leadership skills to work on teams, teach others, serve customers,
lead, negotiate, and work effectively and efficiently in a business environment.

Materials/Resources Needed:
- Computer with Internet Access
- Word Processing Software
- Database Software
- Presentation Software
- Spreadsheet Software
- Desktop Publishing Software
- Binding Machine

Student Handouts:
- Create an Employee Handbook – Step-by-Step Instructions Handout
- Employee Handbook Oral Presentation/Slide Presentation Rubric
- Employee Handbook Assessment Form
- Oral Presentation Group Sharing– Group Evaluation Form

Step-by-Step Instructions

In this activity, students will work as a group to research various businesses and
design, create, prepare, and bind an employee handbook with rules, regulations,
benefits, job descriptions, employee database, payroll spreadsheet, and an
organizational chart of employees using word processing, database, graphics,
spreadsheet, and presentation software. In addition to the handbook, students will
design a company business card, logo, and letterhead. As a group, students will also
prepare and present an oral presentation of the employee handbook.

Task 1
Select group members – groups of three or four. Assign each group member a different
job title. Research job titles and descriptions on the Internet. The following list contains
a few appropriate job titles:

President	Payroll Clerk
Vice-President	Data Entry Clerk
Administrative Assistant	Receptionist
Human Resource Manager	Any other appropriate job title.
Accountant/Finance Manager	

Task 2
As a group, create a company and decide what product(s) the company will produce. Group members should vote on what product to sell and company name if more than one idea is brought to the table.

Task 3
Using Graphics software (Word or Publisher), design a company logo, business card, and letterhead stationery. Group members can create a design together or come up with a few different designs and vote on what will be their final design. These documents will be shared with the audience in the form of handouts during your group presentation.

Task 4
As a group, research the formats and topics included in an employee handbook and the formats and elements included in various job titles. Be sure to cite your sources in MLA format. Group members may use www.citationmachine.net, www.easybib.com, Word 2013, etc.

Task 5
Using Microsoft Word, members of the group work together to prepare an employee handbook with the following sections:
- Title Page – include the company name, student names, date, course name, and an appropriate graphic.
- Table of Contents – page numbers should correspond with sections in the handbook.
- Welcome and Introduction to the Company – Include the Company Name, Product(s), the date the Company was incorporated, the Philosophy of the Company, History, Goals, Workplace Commitments, and Work Environment/Culture.
- Company Policy and Procedures - Develop rules and regulations for your company based on research found on the Internet. (Code of Professional conduct, dress code, payday, company property, privacy, etc.
- Attendance Policies – General attendance, tardiness, breaks, etc.
- Leave Policies – Vacation, Sick Leave, Family and Medical Leave, etc.
- Work Performance – Share how reviews and evaluations of employee performance will be conducted.
- Employee Benefits – Develop employee benefits for your company based on research found on the Internet – Health Insurance, Disability, Worker's Compensation, Retirement Plan, etc.
- Employee Health and Safety – Include Workplace Security, Emergency Plan, etc.
- Termination and Discipline Policies
- Organizational Chart of the employees and their job titles.
- Job Description of each job title.
- Additional Sections as desired by Group Members based on research conducted by group members.
- Acknowledgement of Receipt for Employee Handbook – Signature Page.

- MLA Works Cited page – List any sources used in creating the employee handbook in MLA style.

Task 6
As a group, proofread handbook on screen, print in black and white, read printed copy, and submit to supervisor (instructor) for final proofreading – see Employee Handbook Rubric. Handbook should not be printed in color until the final proofreading is finished.

Task 7
After final proofreading from instructor, group members will print a copy in color and bind the Employee Handbook using the binding machine and card stock for the front and back cover.

Task 8
As a group create a Database of Employees using Microsoft Access including name, address, home telephone number, work telephone number and extension, date of birth, etc. Using the Internet, research to find specific information to be included in an employee database. This will be inserted in the bound handbook as a separate document and submitted to instructor along with the Employee Handbook after all group presentations.

Task 9
Using Microsoft Excel, group members will create a Spreadsheet of Payroll for all employees listed on the database by department. This will be inserted in the bound handbook as a separate document and submitted to instructor along with the Employee Handbook after all group presentations. Should include the names of your employees, their pay rate, and their tax information such as withholding and deductible amounts. Use the Internet to research tax withholdings for the area where you will operate your business.

Example: For instance, to calculate the total gross pay for an hourly employee, you simply need to create three fields in the spreadsheet: one for "Number of Hours Worked," one for "Hourly Rate of Pay" and one for "Gross Pay." To calculate the value for the Gross Pay field, simply enter the formula in the field using the "=A2*B2" formula, where "A2" and "B2" are the cells used for the Number of Hours Worked and Hourly Rate of Pay value fields. Likewise, you can use the "SUM" feature on the spreadsheet toolbar to create totals for amounts in a single column. If you need to enter a deduction value, such as a Medicare or Withholding Tax deduction, enter those amounts preceded by a negative ("-") symbol. For example, if the employee's Federal Withholding Tax amount is $100, you would enter "-$100.00" in the amount field next to the Withholding Tax label field.

Task 10
After all documents have been prepared, students will prepare and make an oral presentation of their Employee Handbook – see Oral Presentation/Slide Presentation Rubric. The group will receive one test/project grade as a group for the Employee Handbook and additional documents (spreadsheet, database, and desktop publishing documents). Also, the group will receive one test/project grade on the Employee Handbook Oral Presentation/Slide Presentation.

Task 11
During group presentations, students will complete a group sharing evaluation form evaluating the performance of other groups.

Task 12
At the end of all group presentations, students will view all bound employee handbooks and vote on their favorites. Prizes will be awarded for 1st, 2nd, and 3rd place.