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From Paper to Practice

Building Better Handbooks and Job Descriptions
for Effective HR Management

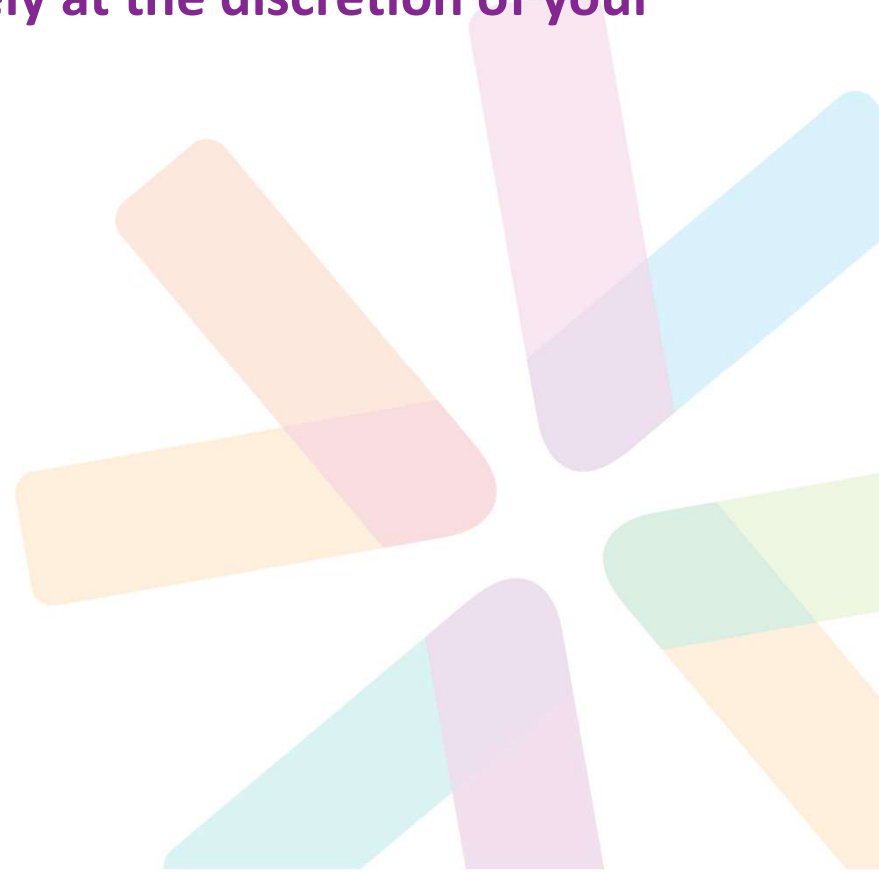


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EMPLOYERS ASSOCIATION



South Carolina has few state-level employment regulations, so the way you create your employee handbook is entirely at the discretion of your organization.

False.



SC Requirements

Disclaimer: [SC Legislation Section 41-1-110](#) requires:

- Underlined, capital letters
- Must be the first page of the document
- Signed by the employee



Employees only need to access the handbook during their onboarding process.

False.



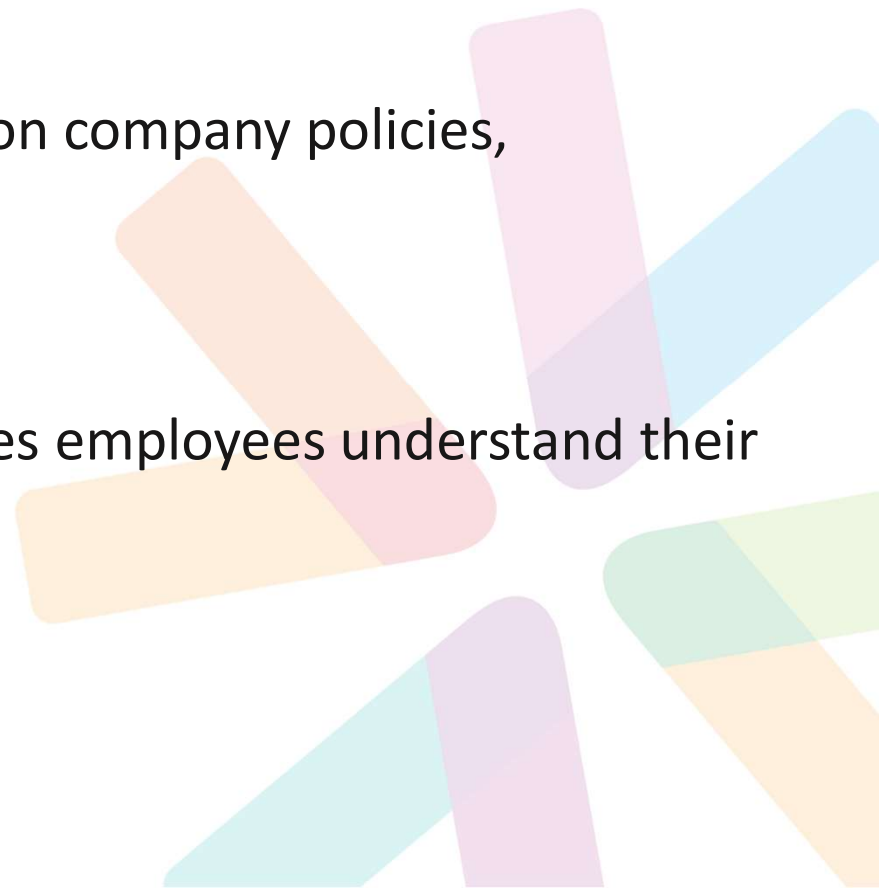
Defining the Purpose and Scope of Handbooks

Comprehensive Company Guide

- Handbooks provide detailed information on company policies, procedures, and employee expectations.

Clarifying Purpose and Scope

- Clearly defining handbook purpose ensures employees understand their roles and organizational standards.



If it's not in the handbook, it's not a rule.

It depends.



Employer Discretion

No law or policy

Policy language (“may” vs. “will”)

Consistency

- Hot Stove Rule

Documentation

- Why did you do what you did?

Review policies regularly

- Do they still reflect reality?

Employer Discretion

<u>Situation</u>	<u>Employer Has Discretion</u>
Federal/State Law (ADA, FMLA, etc.)	No
Written Company Policy	Maybe (if policy allows)
Employment Contract	No
Areas Not Covered by Law/Policy	Yes

Job Descriptions are required when determining the essential functions of a position.

It depends.



Job Descriptions & Compliance

Americans with Disabilities Act (ADA)

- Essential Functions
- Words matter (Walk vs. Move)

Anti-Discrimination

- Objective Criteria
- Pay Equity

OSHA

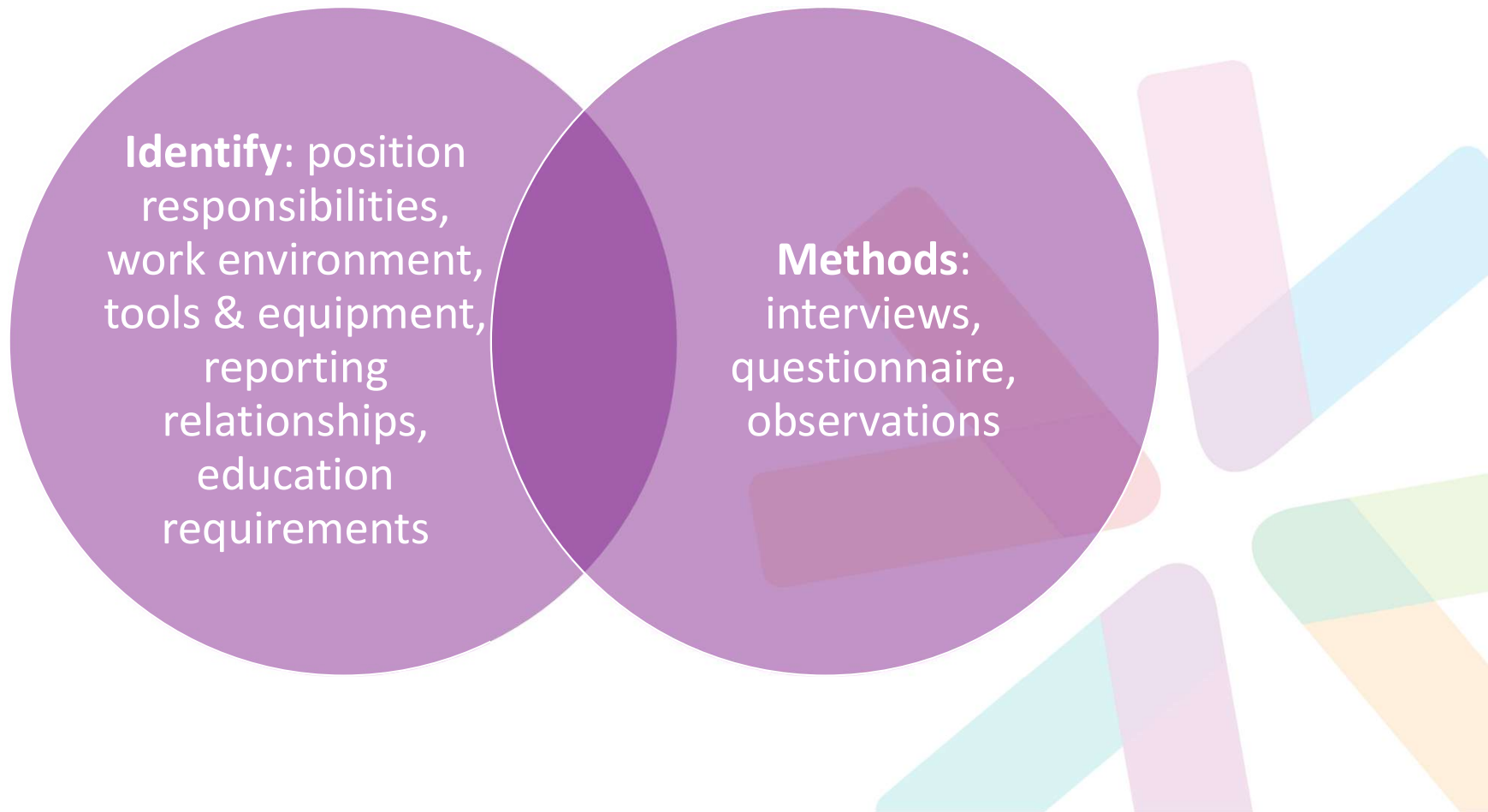
- Job-specific safety requirements

Job descriptions should rarely change.

It depends.



Conducting Job Analysis





Questions?



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Book an appointment with me.




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