HR Policy Manual Overview

**Pre-amble and Rationale:**

HR Policies are one of the key documents that any business needs. This is based on the principle that people are the most important resources, which help or affect achievement of business objectives and growth. HR Policies allow an organization to be clear with employees on; what they should expect from the company and what the company expects of them, how policies and procedures work, what is acceptable and unacceptable behavior and what are the consequences of unacceptable behaviour.

Developing HR Policies for your Just Junk Franchise can be time consuming and costly. So as a franchisor Just Junk Franchising Corporation has provided for you a comprehensive set of “Sample” HR Policies to help get you started.

**Process:**

* Franchise Partners will be given a USB flash drive containing “sample” HR Policies written under Ontario Provincial Standards
* The “sample” HR Policies should be reviewed in their entirety in order for adjustment to meet Provincial guidelines (check with your Provincial ESA and Ministry of Labour laws/regulations – most of the information can be found online)
* Determine your expectations - Examples of “Things to Consider”
  + The rate of pay for the position should be established eg: Salary/hourly/commission, etc.
  + The rate of pay for vacation pay & frequency
  + How will I handle overtime
  + Downtime tasks; What do I want my employees to do when not on a customer job
  + Outline specific tasks that will EMPOWER my employees not only to perform their regular duties but also how to be a part of something bigger! EG. Give them tasks like door-to-door marketing to promote my business.
* Modify the “sample” policies into a set of working documents (contact JJFC for details)
* Implement a Company HR Policy that’s right for you!

**Supporting Documentation:**

* File folders for every employee
* Each policy should be signed and/or initial by the employee; one set remains as a company record the second copy is given to your employee