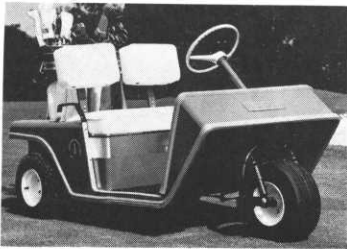


EMPLOYEE HANDBOOK IMPORTANT

A new job can be one of life's traumatic experiences. There is an endless stream of information to be assimilated, names to be memorized and duties and procedures to be learned. Supervisors and new employees are often strangers so there is little opportunity for either to read additional meanings into the other's conversation. In any case, information transmitted verbally is often misinterpreted or forgotten, making the transition period that much more difficult for both parties.

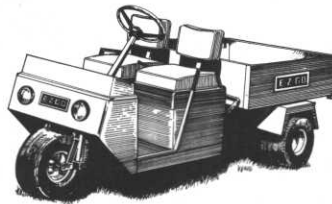
An employee handbook or personnel manual can be an easy source of information about the day-to-day operation of a company, its policies and the responsibilities of both employees and supervisors. It can give the new employee a friendly welcome and serve as a continuing source of information about the company.

E-Z-GO

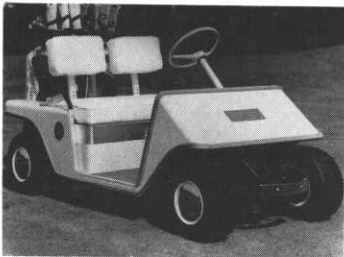


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Handbooks were once considered a frill that only large companies could afford. Today many small companies use them to give employees the information they need to know to do their jobs.

In planning your handbook, you should first consider the format. Will it be bound or loose-leaf? Will it include graphs, cartoons or photographs? Will the writing be formal or casual? How much information will you include?

The handbook should begin with a brief welcome message to the new employee. It might also emphasize the importance of the employee's job to the company.

You also may want to include sections on the history of the company or organization and its products, services or sales. This information will help the new employee feel that he belongs in the organization.

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1 Yes, GCSAA can help you become a better superintendent. One way it does this is through educational seminars and conference sessions it sponsors each year to help you become better informed about turfgrass diseases, pesticides, landscaping and management practices.



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