



CONTINUING EDUCATION

Course Outline

Creating Job Descriptions and Employee Handbooks

Employee job descriptions and handbooks are key pieces of HR documentation, especially when legal issues arise. Learn what to include in job descriptions; essential versus non-essential job tasks; determining physical requirements; best practices for employee handbooks; suggested phrasing to meet legal requirements; and keeping your handbook relevant. Bring a copy of your company's employee handbook and a sample job description.

Who Should Take This Course?

This course is designed for practicing HR professionals or those new to HR who have completed or are currently enrolled in the HR Generalist Certificate Program.

Course Objectives

- Describe the purposes and uses of job descriptions
- List and define four methods of job analysis
- Identify essential versus non-essential job tasks
- Analyze the physical requirements for a job
- Discuss the legal issues regarding employee handbooks
- List required/recommended information to be included and what not to include
- Critique their organization's handbook and recommend revisions

Course Info

- Length: 6 hours
- Format: Classroom instruction and activities
- Prerequisite: Green River's HR Generalist Certificate and/or HR experience

Course Content

- Purpose/uses of job descriptions
- Legal issues (especially ADA)
- Methods of job analysis
- Determining physical requirements
- Writing a job description
- Keeping job descriptions updated
- Activity: Writing a job description
- Purpose/uses of handbooks
- What to include/what to leave out

- Ensuring employees read and understand the handbook
- Keeping handbooks updated
- Activity: You Be the Judge: Employee Handbooks
- Activity: Handbook workshop

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.