



Mineral



Question of the Week

October 25, 2023

Question

We recently made a couple of small updates to our employee handbook. Do we need to have employees sign a new handbook for each update?

ANSWER

No. For small, minor updates, you don't need employees to sign off, especially if you simply made an administrative change like updating the name of your employee assistance program provider, correcting a typo, or adding a clarifying statement. A simple communication to all employees to let them know that the change has been made, why, and where to find the change should suffice as notice.

Larger changes, like a brand-new policy or an update with essential changes, would warrant a new employee signature, especially if they could be disciplined for violating the new or updated policy. If you need to discipline an employee related to the new policy or update, their signature will help show that they were made aware of the change.

This Q&A does not constitute legal advice and does not address state or local law.