



Question:

One of our employees refuses to sign the employee handbook. What should we do?

Answered by the HR Experts

Start with a conversation to understand the employee's concerns. It's possible they believe their signing the handbook means they agree with everything in it. Make sure to explain that their signature only acknowledges that they've read and understood it.

If that doesn't resolve the issue, make it clear that failure to sign the handbook doesn't mean they're exempt from the policies and procedures within it. Explain that all employees are expected to adhere to the same rules, regardless of whether they've signed the handbook.

Document that the employee refused to sign the handbook and that you made it clear that they're still expected follow your organization's policies. You can do this directly on their handbook acknowledgment form.

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