Co-op Coalition Survey Report: Employee Handbook (1-2021)

12 co-ops responded.

Sent: Mon, Jan 4, 2021 9:38 am
Subject: CO-OP SURVEY - EMPLOYEE HANDBOOK (REP) (DUE 1/15)

This is the first of two surveys to begin 2021.

A coalition member is seeking examples of an employee handbook that the member can use as a model. Please reply by 1/15/2021.

Thanks in advance for helping another coalition member. See request below:

Our building directly employs a building manager (who watches the doors and mailroom, deals with minor maintenance issues, coordinates move ins and move outs, etc.) but he doesn't have an employee handbook. Our audit report for last year recommended that we look into drafting one.

Do other cooperatives have examples of an employee handbook that we could use as a model? Even if they don't directly employ their building manager, like we do, they or their management company might have a handbook that would be helpful as a reference.

Note: Please indicate if you have such a handbook and are willing to share it. If so, I, as the Survey Manager will provide your contact information to the requester.

DC Cooperative Housing Coalition
www.CoopsDC.org

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<50	We do not have an employee handbook. Our governing documents including the Bylaws, Occupancy Agreement, and House Rules/Regulations stipulate the standards by which we may conduct business.
<50	We do not have an employee handbook. We use a list of duties for a custodian that is directly employed
<50	We do not have a Handbook for our property manager, however, our property manager (EJF) recently distributed a handbook to all of the Boards they work with. We'd be happy to share it in case this "reverse" employee handbook would be helpful.
<50	We don't have a manager, so we can't help out.
<50	Sorry to say we do not have an employee's handbook. We usually employ contractors through our management company.
<50	We do not have an employee handbook.
<50	We have two employees (front desk and custodian) and drafted a handbook about fifteen years ago. I am happy to share it with the requesting coop.
<50	The handbook currently in use at The Altamont, prepared by Theoharis Management was attached. This will be forwarded to the cooperative requestor and the second co-op that also requested any employee handbooks.

50+	We don't have any direct employees and thus no handbook. Sorry
50+	We would also be very interested in examples of other co-op employee handbooks.
100+	We have an Employee handbook but it is the property of our management company, Barkan Management, so I cannot share it. Perhaps the CAI resources library has a sample.
100+	We directly employee all of our staff, which includes maintenance, front desk and management. I would be willing to share our Employee Handbook.