

## RE Manuals/LandlordSource Employee Manual Sample Pages

The company identification throughout the manual is JSL Real Estate Services, Inc. It is simple to replace this name in just a few moments by using the “Find & Replace” feature in Microsoft Word®. There are 15 pages of tips on how to convert and tailor the manual to your company, by revising, replacing text, or deleting it. The text marked in red are to identify areas where the manual specifically needs to be adapted to your company and state.

The following samples reflect some of the wording in the RE Manuals/LandlordSource *Employee Manual for Real Estate and/or Property Management*.

*This excerpt is from the “Employee Manual Guidelines” section*

### **Manual Confidentiality/Non-Disclosure**

The material within the JSL Employee Manual is confidential. Employees are not to disclose this material to owners, tenants, vendors, or to the public. Employees are not to disclose any trade secrets of JSL Real Estate Services, Inc. This includes, but is not limited to, the following examples:

- Real estate commissions, referrals, and/or fees
- JSL financial information
- Personnel compensation
- Employees records
- Personnel conversations
- Client records or conversations
- Real estate sales or listings
- Marketing and/or strategic plans
- Company projects

### **Employees Responsibilities to Manual**

All Employees are to read the JSL Real Estate Services, Inc. Policy & Procedures Manual as part of their orientation to the company policy and procedures.

- All Employees are required to read the JSL Policy and Procedures Manual within number days from date of employment or hire.
- All Employees hired prior to the implementation of this document are to read the entire JSL Policy & Procedures Manual within # business days from the date of receiving the manual.
- After reading the Real Estate Policy and Procedures Manual, all Employees are required to sign the Employees Acknowledgment Agreement, which states that they have read, understand, and will comply with the Real Estate Policy and Procedures Manual.
- This manual is only for the use of Employees.
- Employees cannot remove the Policy and Procedures Manual, or any other manual, from the JSL office without the express permission of Management
- It is the Employee’s responsibility to read, understand, remember, and refer to the enclosed material when necessary.
- If there is any confusion regarding the material, it is the responsibility of the Employee to discuss this with Management as soon as possible.
- Employees are not limited to only the material within this Policy and Procedures Manual. Employees are to adhere to any directive from Management, in either written or verbal form.

- The printed material within this policy is not for public distribution. Therefore, Employees are not to share this printed information with prospective and/or current clientele, vendors, or the public.
- JSL expects all Employees to follow the guidelines of this policy when in contact with prospective and/or current clientele, vendors, or the public

*This excerpt is from the “Employee Policies” section*

### **Employee Definition**

An Employee is a person hired by JSL Real Estate Services, Inc. for a wage/salary or fixed payment in exchange for services, and who does not provide the services as part of an independent business.

- Employee status can include exempt, non-exempt, regular full-time, regular part-time, temporary full-time and temporary part-time employees – see employee definitions on following page.

### **At-Will Employment**

- Employees voluntarily enter into employment with JSL Real Estate Services, Inc.
- Therefore, employees are free to resign at any time, for any reason, with or without notice.
- Likewise, the company is free to conclude the employment relationship at any time. This is “at-will employment.”

### **Employee Contract**

All employees are required to sign the JSL Employee Contract.

- This manual is NOT an employment contract, but the acknowledgement and understanding of this manual are a requirement of the JSL Employee Contract and employment with JSL.

*This is a small excerpt from the “Company Information” Section*

### **Company Specialization**

JSL specializes in the **list type** of real property sales, listings, and property management in the **list areas**.

### **Legal Identity**

JSL Real Estate Services, Inc. is a **State Name Corporation**

**Change this to your company type if it is not a corporation, such as a sole proprietorship, partnership, LLC, etc.**

### **Commercial Location**

JSL Real Estate Services, Inc. is located in **an office building or type of facility** at list address.