

Proposal for Employee Manual on PricewaterhouseCoopers, LLP

Prepared for
PricewaterhouseCoopers, LLP

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Executive Summary

PricewaterhouseCoopers, LLP needs an employee manual to solve reoccurring problems. The company lacks in-house communication and it is losing time and money. The employee manual will improve communication and save the company valuable time and money. I can complete the manual by May 3, 2013. The manual will cost approximately \$1,178.30. I qualify to write this manual because I have excelled in my college courses. I look forward to the possibility of working with you to prepare this manual

Introduction to PricewaterhouseCoopers, LLP

PwC is experiencing problems because the employees lack an employee manual. In this proposal, I will explain these problems in detail along with the solutions to them. Also, I will provide my qualifications for this project, a specific work plan, and the total cost to create this manual.

Problems for PricewaterhouseCoopers, LLP

PricewaterhouseCoopers, LLC has the following problems:

- Lack of in-house communication
- Losing time and money

PwC is experiencing a lack of in-house communication. The employees have an unclear understanding of the company's rules and regulations. The employees may interpret the rules differently, which result in an unfair environment. Employees are taking days off without without notice. Also, the employees are constantly asking other staff and management basic questions concerning their work. For example, Joe is sick but he is unaware of the procedures for a sickness absence; therefore, he is absent for two days without calling his boss. Jane, the head of his department, is unaware of his location.

PwC is also losing time and money. Managers and department heads have a vague understanding of the policies. They spend a large amount of time figuring out the company policies and reinforcing them to the staff. When new problems arise, they use more of their time to develop new regulations. Along with losing time, PwC is losing money for the materials and services needed to create new regulations. Also, PwC has to hire new employees because current employees often break company policies. After Joe recovered, he came back to work and met with Jane about his absence. She took time out of her busy work schedule to explain the company policy. Jane made an executive decision to fire Joe and hire someone new.

Solution to PricewaterhouseCoopers, LLP

My manual on PricewaterhouseCoopers, LLP will help solve the following problems:

- Lack of communication
- Losing time and money

An employee manual will solve the problems listed above. PwC employees will have a clear understanding of the rules and regulations of the company. They will find that searching for an answer in the handbook is more efficient than asking a coworker. The manual will state all company rules and regulations clearly and concisely. PwC will save the money spent on creating new regulations and hiring new employees. With an employee manual, Joe would have access to the detailed procedures to a sickness absence. Jane would know his locations and she would be able to find a temporary replacement. Joe and Jane would have avoided their meeting, and Joe would have kept his job.

Outline of PricewaterhouseCoopers, LLP

- Introduction to PricewaterhouseCoopers, LLP
- Pay and benefits
 - Salary benefits
 - Deductions policy
 - Benefits package
 - Overtime policy
 - Employee expenses
- Absences from Work
 - Holiday absence
 - Sickness absence
 - Abuse of sickness absence
 - Referral to medical examination
 - Termination of employment during/after sickness absence
 - Medical examinations
 - Parental leave and time off
 - Other absences
- Termination of Employments
- Retirement Policy
- Conclusion to PricewaterhouseCoopers, LLP

Work Plan for PricewaterhouseCoopers, LLP

The following table shows the work plan for the proposed employee manual.

Start Date	April 2, 2013
Rough Draft Date	April 17, 2013
Finish Date	May 3, 2013
Paper	Regular, white inkjet
Paper Size	8 1/2" x 11"
Binding	Spiral

Qualifications for PricewaterhouseCoopers, LLP

I have studied at Kilgore College and the University of North Texas. I took a variety of courses that prepared me to write this manual, including English, BCIS, and Accounting courses. I completed these courses with an A. At the University of North Texas I took a Technical Writing course. This course prepared me to write and design professional documents such as brochures, resumes, letters, and formal reports. Because of my education, I qualify to write the proposed manual.

Budget for PricewaterhouseCoopers, LLP

The following tables reflect the estimated cost of writing and printing the manual, and the amount of money PwC will save:

Items	Time and Supplies	Cost (dollars)
Writing and Editing the Manual	100 hours @ \$10.00 per hour	\$1,000.00
Binding Costs	10 manuals @ \$5.18 each	\$51.80
Colored Illustrations	50 pages @ \$2.33 each	\$116.50
Copying Costs	200 pages @ \$0.05 each	\$10.00
Total Cost		\$1,178.30

Money Spent Without Manual		Money Spent With Manual		Money Saved	
Supplies	\$2,100.00	Supplies	\$1,000.00	Supplies	\$1,100.00
Hiring new employees	\$4,500.00	Hiring new employees	\$0.00	Hiring new employees	\$4,500.00
Total	\$6,600.00	Total	\$1,000.00	Total	\$5,600.00

The first table above shows the costs of creating the employee manual. The second table demonstrates how much money the company will save each month after PwC establishes the employee manual.

Conclusion to Proposal on PricewaterhouseCoopers, LLP

I look forward to the possibility of preparing this employee manual for your company. This manual will resolve your ongoing problems of in-house communication and losing time and money. I anticipate the possibility of working with you on this manual. If you have any questions please contact me at (903) 720-3597 or gisellecardenas@my.unt.edu.