

Employee Handbook

Do you have an Up-To- Date Comprehensive Employee Handbook?

- A well-written and well-maintained employee handbook is vital from a legal standpoint. Our clients have access to two versions of a completed employee handbook that is regularly reviewed and updated by attorneys.

DO YOU HAVE A SMALL OR UNDERSTAFFED HR DEPARTMENT?

- HR departments are often short on time and swamped with numerous important tasks. Finding time to write an employee handbook and keep it updated can be difficult.

IS YOUR HANDBOOK READILY AVAILABLE TO EMPLOYEES?

- According to GuideSpark, a leader in employee communications and engagement, nearly 50% of millennials didn't read most of their employer's handbook. Provide your employees with an electronic copy of your handbook so that they can access your workplace policies at their leisure



EMPLOYMENT POLICIES

Communicate your company's compliance with various employment rules and regulations. This section includes policies related to employment, such as employee termination and equal employment opportunity.

WORKPLACE CONDUCT POLICIES

Use the policies in this section to document your company's rules and guidelines for various workplace conduct. This section includes policies on drug and alcohol testing, harassment, disciplinary action and employee complaints.

TIME AWAY FROM WORK POLICIES

Outline your company's rules on various time away from work scenarios. This section includes policies on funeral leave, jury duty, lunch and rest periods, and paid time off.

GENERAL PRACTICES POLICIES

Use the policies included in this section to outline general company regulations and procedures. This section includes policies on attendance, dress code, employee fraternization, smoking and workers' compensation.

OTHER POLICY SECTIONS

In addition to the sections explained above, the completed employee handbooks include an introductory section, as well as a section on employee benefits and information and office security