

# EMPLOYEE HANDBOOKS



## WHY HAVE AN EMPLOYEE HANDBOOK?

- ✓ Provides clear expectations for employees to reduce confusion.
- ✓ Demonstrates clear policies and procedures, to protect you from legal risks.
- ✓ Ensures consistency in policy application, promoting fairness and equity.
- ✓ Offers a valuable tool for onboarding and ongoing employee development.

## OUR APPROACH

Updating or creating your organization's handbook to match the employee experience that you've created is our goal. Each handbook is customized based on your industry, employee count, and locale. We also provide recommendations to keep pace with changing employment best practices.

Our Employee Handbook services involve a thorough review of required legal and compliance criteria for a company of this size and in specified local and state jurisdictions, along with policies that apply at a national level. HR Annie benchmarks recommended Handbook policies using XpertHRT's legal resources; this ensures compliance with local, state, and federal laws.

### Our Handbook Customization Service Includes:

- 1.) Reviewing your current Handbook and providing policy language to ensure compliance with employment law requirements.
- 2.) Providing expert advice and guidance on which policies to include that create and maintain your desired employee experience.
- 3.) Drafting all policies to match your organizational tone and brand.
- 4.) Meeting with your organization's key contacts to review policy best practices and updates.
- 5.) Working with internal contacts to determine and assist with the handbook rollout for all employees and managers.
- 6.) Making recommendations for ongoing updates and/or addendums, as needed.



## INVESTMENT

Handbook services\* start at **\$1,800**

*\*Pricing varies based on the level of engagement required for developing your updated Employee Handbook.*

**SUBMIT A CONTACT FORM TO LEARN MORE & GET STARTED:**

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