

# UPDATE YOUR EMPLOYEE HANDBOOK

## OUT-DATED POLICIES AND PROCEDURES COULD COST YOU

As economic times worsen, current and former employees are targeting employers for cash settlements. Regulatory agencies are also looking at employers for sources of revenue, increasing inspections and penalties to replenish government coffers. The Federal and state government and agencies continue to add new laws and regulations every year and your employee handbook should reflect the latest changes in the law. Here's why:

- **A ROAD MAP FOR MANAGERS** Make sure your managers understand their current obligations. Don't rely on their past expertise. Give them the policy and procedure that will guide them to the correct application of employment law.
- **GIVE EMPLOYEES CLEAR BOUNDARIES** Don't let assumptions and verbal policies come back to bite you. As employment laws change, so should your written rules.
- **PREVENT FAVORS AND EXCEPTIONS** Often times, company policies are not consistently enforced because there is no clear written policy. With an up to date handbook, management can be trained to apply and enforce policy as outlined in the handbook.
- **PREVENT DISCRIMINATION AND HARASSMENT** Most of these lawsuits could have been prevented if proper policies were in place, and followed. The nuances of discrimination and harassment are continually evolving. Don't get caught with outdated procedures.

**Why not buy a customizable handbook template online?** Employment policy is tricky business. Do you know which laws apply to your business? Do you know what your obligations are for the choices you make in selecting policy? Are you an expert on employment law? Do you understand how HR best practices should be applied once you have proper policy in your handbook?

**Why hire HRI for your handbook and HR needs?** A thorough review of your existing company policies is incorporated into your handbook to reflect the needs of your organization and the changes you need to make it work for your operation. We then make sure you understand how to use your handbook and can provide training to you and your employees if needed.

**How fast can I get my handbook completed?** A customized handbook from an HRI template can be created in as little as three weeks. Your input and participation are essential: we will rely on your prompt responses for timely completion.

Don't let your organization succumb to the dangers of this environment. Call HRI and get started on updating your handbook today.



*"HRI has trained our managers on the changing employment laws in California. Training was provided in key management topics such as selection and hiring, time and attendance compliance, benefit management, employee relations and problem resolution, files and record keeping and worker's comp management. The content of the training was excellent, and the trainers were very personable, knowledgeable and up to date.*

*I would recommend HRI to any size company for their human resources and management training."*

Joel Sjostrom  
Chief Operating Officer  
Metropolitan Coffee  
& Concessions



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