

## Customized Employee Handbook

SharedHR uses a proprietary multi-state HR compliance model to craft a compliant and customized employee handbook and policies. An experienced consultant will personally review your current handbook or develop a new one to ensure you have a customized manual that is compliant on the federal, state, and municipal levels. Once we've completed our review, you'll receive an updated handbook that will reflect your culture and help you head off potential employment liability.

SharedHR is a management and human resources consulting firm. We offer services across the entire HR spectrum, including HR outsourcing, senior-level consulting, and HR payroll and benefits technology systems implementation. We believe in business-driven HR. We take the time to get to know each of our clients to understand their mission and how they define success. For over 30 years, privately held companies and non-profits of all sizes have partnered with SharedHR because of our technical expertise, extensive management and HR knowledge, and dedication to outstanding customer service.

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### A Compliant, Customized Handbook is Good Insurance

The world of HR compliance is constantly changing, which means your employee handbook must be kept up to date. Poorly worded or outdated language in written documents represents a litigation time bomb for employers. New laws, local ordinances, new technology, and changing employment practices must be reflected in your handbook. Handbooks are often the first place that employees and employers turn in the event of a claim or dispute. A handbook that's not up to date provides dangerously clear evidence of non-compliance.

### Use a Practical Compliance Model

There are an overwhelming number of online HR resources, but none guarantee compliance like the SharedHR model. A consultant that understands your business and culture will work with you to implement our proprietary multi-state HR compliance model. Our employee handbook language is legally reviewed and updated frequently for compliance and best practices. We guarantee compliance and craft policies that reflect your business values and needs.

In reviewing your employee handbook and policies, we will:

- Customize and update your current handbook or develop a new one.
- Test for compliance on federal, state, and municipal levels and recommend appropriate language.
- Investigate and include relevant information about your company's history and values.
- Review specific policies that apply to your company's size, location, and growth trajectory.
- Let you know whether policies are required or recommended.
- Customize policies that are unique to your organization.

### Boost Your Organization

Compiling a thorough and up-to-date handbook sends the message that your organization is committed to fair and consistent communication as well as to protecting management and employees. It boosts employee confidence and represents concern for staff as well as buttoned-down practices. It empowers your employees and management team to find the answers they need, and gives you peace of mind in knowing that your handbook is both compliant with the law and aligned with your business values.