

# Handbook Services FAQ

## Handbook Services

Have workplace laws changed since you last updated your employee handbook?

Have you discovered the hard way that your employee handbook does not have all the workplace policies you need?

Have you created your own employee handbook but are uncertain about whether it complies with all of your state's laws?

The Olson Group can review your current Employee Handbook, or a new Employee Handbook can be created to ensure compliance based on your company's size and required state/federal policies. Let us give you the peace of mind in knowing that your employee handbook is up-to-date and ready for you to enforce with confidence.

## How Does it Work?

### Review of Current Employee Handbook

- The content of the current Employee Handbook is reviewed.
- Policies omitted from the current handbook that should be included based on the industry, employee count, and required state/federal policies are identified.
- A revised Employee Handbook with updated policies meshed with applicable policies from the current Employee Handbook is presented to the Client.
- The Employee Handbook is finalized with approved Client changes and formatting.

### Creation of Employee Handbook

- Information applicable to the creation of the Employee Handbook including industry, employee count, states in which the company operates, etc. is gathered.
- Employer provides copies of their applicable policies for inclusion in the handbook
- Policies applicable to the employer based on the industry, employee count, and required state/federal policies are identified.
- The Employee Handbook is created.
- The Employee Handbook is presented to the Client
- The Employee Handbook is finalized with approved Client changes and formatting.

*The Olson Group's Handbook Creation and Review services should not be considered in any way to be legal advice. The review includes a check of key policies, overall content, tone and current status relative to certain key employment regulations.*