
Employee Handbooks & Policy Development

Why have an employee handbook?

No matter how large or small your organization might be, you can derive significant benefit from having a well – crafted employee handbook that spells out your policies. The handbook should include both mandatory and recommended policies.

You may not realize the need for a formal and comprehensive policies and procedures until you encounter an unanticipated problem. Do not wait until you find yourself in a lawsuit!

Properly conceived, written, and communicated policies can help you:

- Comply with complex federal and state regulations;
- Ensure fair and consistent treatment of employees;
- Avoid misunderstandings that could potentially lead to lawsuits;
- Orient new employees;
- Educate supervisors and managers; and
- Establish legal protection

Why spend thousands of dollars and weeks producing an employee manual, when you don't have to? HR Allen can complete the job with much less time, hassle and expense. Our handbook covers a wide variety of important areas, such as leaves of absence, disability, wages, and sexual harassment. And it's suitable for use for just about any type of business.

HR Allen Consulting Services will audit any existing employee handbook. A complete audit with full report can take up to eight hours, but most take between three and four hours to complete. If you would like to know more about this service, please [email](#).