

# ***Sippel Glidden Bohan & Hicks, Inc.*** ***Business Advisory and Staffing Services*** ***Employee Handbook Overview***



*Providing specific guidance  
and direction for producing  
an Employee Handbook*

# *Why do you need an Employee Handbook?*

# The Purpose of Your Handbook

- Document company expectations
- Clearly communicate company policies
- Establish a code of workplace conduct
- Avoid potential legal problems
- Establish a good first impression with new employees
- Start new employees off on the right foot
- Facilitate policy training of managers
- Foster consistency in policy implementation
- Allow employees to know what is expected
- Prevent or settle disagreements
- Save time for HR and managers

# Handbook Functions

- Communicate basic policies and procedures to the workforce
- Communicate in writing, policies and procedures which otherwise would be implemented merely as a matter of practice or through oral agreements
- Communicate information for the legal protection of the organization

# 10 Reasons to Create or Update an Employee Handbook

1. Protect Employment-at-Will Prerogatives
2. Electronic Communication
3. Cell Phone Use
4. Driver's License Checks
5. Wage-Hour Changes
6. Medical Privacy
7. New FMLA & USERRA requirements
8. Workplace Privacy
9. Anti-harassment Policies
10. Equipment Use & Return

# What will Sippel Glidden do?

- Identify key issues to be considered for the handbook
- Bring these skill-sets to bear on the project:
  - Awareness of organizational policies & practices
  - Knowledge of a variety of employment laws
  - Working knowledge of new laws and emerging trends that affect the workplace
  - Ability to organize and write clearly
- Review existing policies and procedures
- Provide advice to help secure management support for a handbook

# *What will this cost?*

- No-cost or obligation consultation to discuss your needs
- Our fees are scaled to fit your needs, budget, and timing
- Cost versus value-add is clear
- Low-risk, high-return opportunity



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Thank You!

Please visit our website at:  
[www.sippelglidden.com](http://www.sippelglidden.com)