



An Employee Handbook is an excellent way to gather together and explain your company's philosophy, policies, and practices. A positive, well-written handbook can boost your company's image as well as provide an effective way to ensure your employees' consistent treatment. The Employers Council can simplify implementing an effective handbook in three ways:

I. Employee Handbook Self-Review

If you have not reviewed your handbook for compliance with Utah state and federal laws or generally accepted practices within the last **two** years and you want to tackle the task yourself, the Council can provide, as part of your membership dues, a convenient checklist and prototype handbook to help you bring your handbook up to date.

II. Employee Handbook Review

The Council can review your handbook for you and bring it up to date for a fee, normally \$650. This review includes:

- A compliance review covering required policies, errors, omissions, existing Utah state and federal laws, and proper disclaimers;
- An assessment of positive, concise, complete, and easy to understand language;
- New ideas and suggestions of possible additions, deletions, or changes to existing policies;
- An evaluation of current policies compared to industry standards; and
- A returned copy of your handbook complete with written comments, modifications, and recommendations.

If your handbook requires substantial revisions, or if your current handbook is a lengthy document (over 50 pages), the cost will be higher.

III. Employee Handbook Development

If your company does not have the time, expertise, or interest in developing a first-time or updated handbook, our staff can write one for you. Complete handbook development is available for \$899. A handbook development project includes:

- An on-site meeting with company representatives to learn about your organization's philosophies, policies and practices, and to discuss which topics are important for inclusion;
- Creation of new policies or modification of current policies;
- Language which contains appropriate disclaimers;
- A second on-site meeting to discuss draft revisions; and
- A final, complete handbook file in PDF format.

Take advantage of the in-depth knowledge, experience, and expertise of The Employers Council staff. If you are interested in discussing how the Council can best assist you, contact Joni Chelemes at 801.364.8479 or jonic@ecutah.org.