



Phoenix Business Journal: Ten Tips For Creating The Perfect Employee Handbook

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An article by Shayna Balch was featured in the *Phoenix Business Journal* on December 17, 2013.

She offered ten tips for creating the perfect employee handbook.

1. Stay current

If your human resources team hasn't revised the company handbook in several years, it's probably time to dust it off and make some updates. Labor and employment laws change on a regular basis, so make sure your handbook reflects updated laws, any recent workforce growth that may subject your company to additional laws and regulations, and your company's most current policies and culture guidelines.

2. Make everything crystal clear

Government agencies, including the National Labor Relations Board, are specifically looking at employee handbooks for policy violations. Avoid vague, ambiguous and unclear terms, but beware of bright-line rules that limit your ability to make individualized assessments.

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