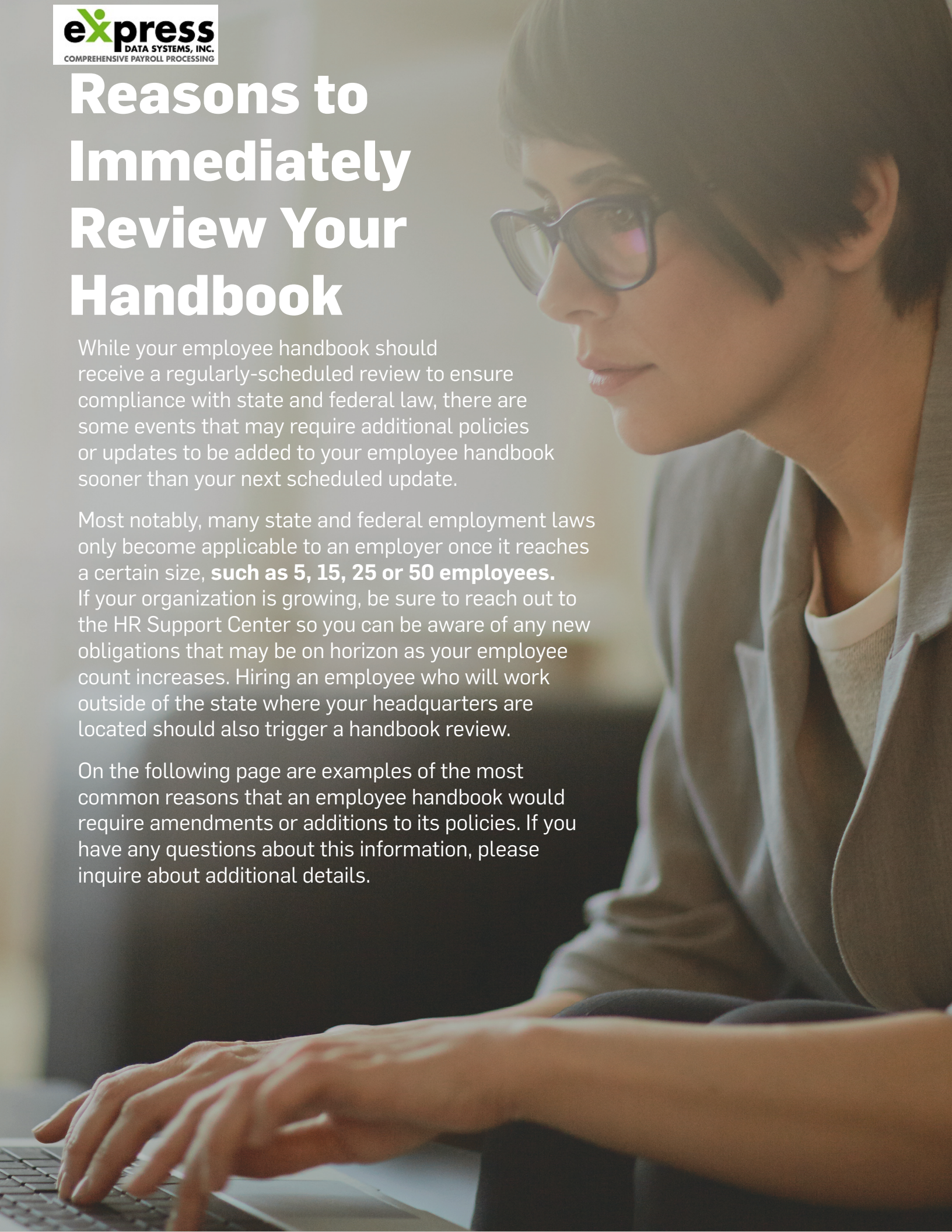


Reasons to Immediately Review Your Handbook

While your employee handbook should receive a regularly-scheduled review to ensure compliance with state and federal law, there are some events that may require additional policies or updates to be added to your employee handbook sooner than your next scheduled update.

Most notably, many state and federal employment laws only become applicable to an employer once it reaches a certain size, **such as 5, 15, 25 or 50 employees.** If your organization is growing, be sure to reach out to the HR Support Center so you can be aware of any new obligations that may be on horizon as your employee count increases. Hiring an employee who will work outside of the state where your headquarters are located should also trigger a handbook review.

On the following page are examples of the most common reasons that an employee handbook would require amendments or additions to its policies. If you have any questions about this information, please inquire about additional details.



Reasons to Immediately Review Your Handbook

Hiring employees from out of state

Significant changes to employee count, such as increasing to over 15 or 50 employees or decreasing to below 15 or 50 employees

Changes in federal, state, or municipal laws, such as paid sick leave

Merger or acquisition of a new company

Adoption of a new internal policy, such as unlimited PTO or a Bereavement Leave

Changes in current policies, such as additional requirements for expense reimbursement or modifications of vacation accrual

Adjustments in benefit offerings, such as adding the addition of tuition reimbursement or the adoption of a telecommuting policy

Transitions in management that may affect the complaint procedure policy

Changes in benefits discussed in the handbook, such a medical, dental, or life insurance

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.

