



Dear Valued Client:

Infinite Workforce Solutions recognizes the real challenges that our clients face with respect to maintaining updated compliance requirements, employee policies, procedures and handbooks. That being said, we provide an effective solution to ensure your company is in compliance for the New Year.

As we all know, the politically charged business climate keep us on our toes by making new rules, new laws, and new buzz words almost constantly. This in itself is the key element to promoting a review of your Employee Handbook and Company Policies.

Infinite Workforce Solutions recommends that anyone given the task of maintaining compliance with policy amendments, changes, and new regulations review their employee handbook at least every year to maintain compliance and to provide your employees with company expectations and standards.

Key concerns when reviewing or implementing an Employee Handbook include:

- How often should my employee handbook be updated?
- Am I aware of all of the new labor laws and changes that may have gone into effect recently?
- How would I go about setting up performance standards?
- Do I need a policy for every situation?
- Is the handbook comprehensive?
- Is it interesting enough for the employee to want to read and review?
- Can I reduce separate policies by consolidating them in the handbook?
- Did a policy create an uncertain atmosphere or cause an exception to be made?

Infinite Workforce Solutions Human Resources is an easy way for your already over-tasked business to revise or develop Employee Handbooks. We are ready to step in to support your company in completing this task with ease and minimum interruption to you schedule. For more information, contact me at sely@infinite-ws.com or call 512-271-9700, ext 209. Thank you.

Regards,

Sharon