

What a Handbook Should Do



There's no employment law that requires employers to have an employee handbook. However, it's certainly a recommended best practice. And there's lots of room to customize your handbook to fit your workplace culture and needs.

TOP 3 Handbook Benefits



Allows employees and managers to reference important policies



Communicates organizational culture and expectations



Standardizes what appropriate employee conduct looks like



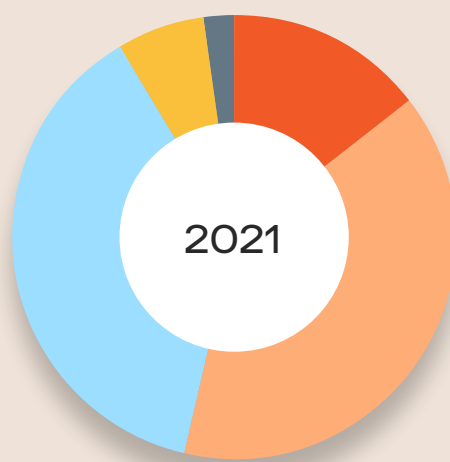
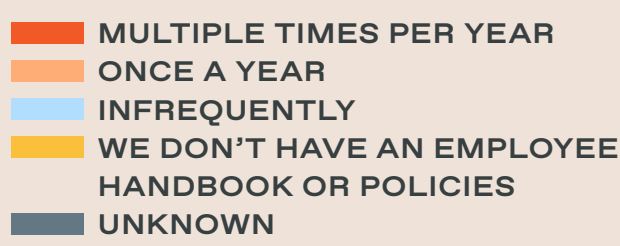
A good employee handbook helps both the employer and the employee alike – whether that's setting expectations of behavior, acting as a reference for front-line managers, or ensuring the employer and employee are both aware of their rights.”

— Marisa Stribling, SPHR, Mineral Expert

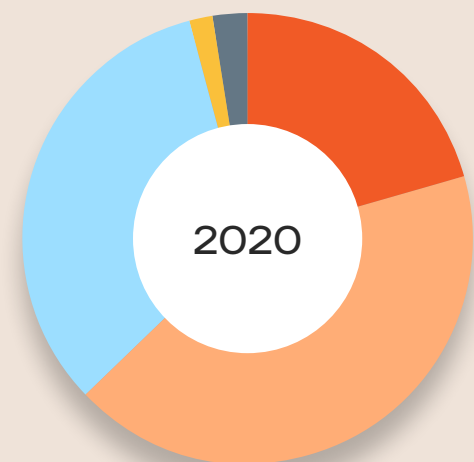


On the other hand, it can be challenging to know what policy language to use and when to update your handbook.

How often is your employee handbook or policies updated?



SOURCE: MINERAL SURVEY OF 428 MINERAL CLIENTS, NOVEMBER 2021

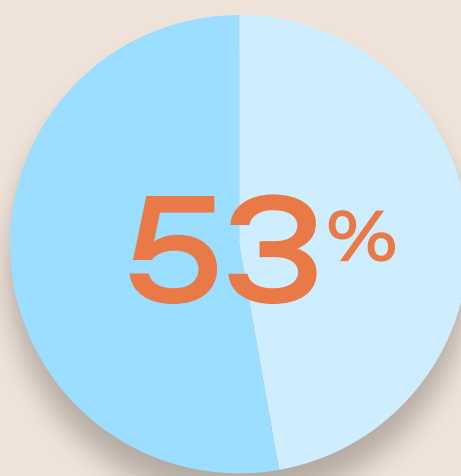


SOURCE: MINERAL STATE OF HR SURVEY OF 2,225 MINERAL CLIENTS, NOVEMBER 2020

Most Challenging Parts of Managing a Handbook:



Ongoing review and updates



Tracking state compliance requirements



Tracking federal compliance requirements

SOURCE: MINERAL STATE OF HR SURVEY OF 2,225 MINERAL CLIENTS, NOVEMBER 2020



But the good news is that managing handbooks doesn't have to be so difficult. Mineral makes it simple.



77% of surveyed organizations rate Mineral's Smart Employee Handbook as 4 and above out of 5 by the value it brings to their business.

SOURCE: TECHVALIDATE SURVEY OF 520 CUSTOMERS OF MINERAL



"The Handbook Builder in the platform is easy to use and manage. The regulations are constantly updated, so I have peace of mind knowing my handbook is accurate."

—Geraldine Flatt, Director, Sonoma Creamery LLC



100% of Mineral Experts agreed that Mineral's Smart Employee Handbook is a great tool to use as early as possible in 2022.

SOURCE: MINERAL SURVEY OF 19 MINERAL EXPERTS, NOVEMBER 2021

To start, simply fill out a short questionnaire to easily generate a federal and single-state compliant handbook available for immediate download.

Log in

Already have your Smart Employee Handbook set up?
Check out the features of [Smart Employee Handbook Plus](#).

SOLUTIONS MAY NOT BE AVAILABLE TO ALL USERS. SOME FEATURES REQUIRE ADDITIONAL SUBSCRIPTIONS.