

Employee Handbook on CD

Easy as 1-2-3

An employee handbook is an important reflection of what a company is all about—its management philosophy, its expectations of employees, its compensation and benefit practices and so on. But a handbook should be an effective management tool—not a management “handcuff.” It should be a framework within which you work, not a rigid, complex, overly detailed document that is almost impossible to write and even more impossible for the average employee to comprehend.

A.I.M.’s **Handbook on CD** can help ensure that your handbook provides just the right amount of information for employees and managers, and contains the elements critical for compliance with state and federal employment laws. You choose the level of detail your organization needs.

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Choose a **Handbook on CD**, with pre-written policies. The Handbook on CD includes all Massachusetts and Federal mandated policies as well as the most commonly used Handbook policies. There are 27 policies in total—with two versions offered on most policies.

- 1) Order your Handbook on CD **\$300 A.I.M. members / \$400 non-members**
- 2) Choose the versions of the policies you want to use
- 3) Insert your Company name and Logo—print and distribute

It’s as Easy as 1-2-3

Policies included in the Handbook on CD are:

Welcome	Inclement Weather	Family Medical Leave Act (FMLA)
Handbook Disclosure	Employee Classifications	Massachusetts Maternity / Adoption Leave
Alcohol & Controlled Substances	Length of Service	Health Insurance Continuation (COBRA)
Americans with Disabilities Act	Overtime	Safety
Equal Employment Opportunity	Personnel Records	Blood-Borne Pathogens
Harassment	Employment Classifications	Hazard Communication
Immigration Reform	Company Communications	Lockout
No-Smoking	Vacation	On-the-Job Illness / Injury
Rules of Conduct	Holidays	Handbook Receipt/ Acknowledgement
Attendance	Leaves of Absence	

You have the freedom to customize any of the sample policies to reflect your internal policies or practices.

For additional information, please complete and fax this form to Karen Choi at 617-536-1552. You can also contact Karen by e-mail at kchoi@aimnet.org or by phone at 617-262-1180 or 800-470-6277.

Name (please print or write legibly) -----

Title -----

Company name -----

Company address -----

E-mail ----- Phone ----- Fax -----