

Living Handbook Datasheet

Process & Procedure



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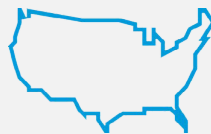
OVERVIEW

Product Datasheet LIVING HANDBOOK



The essential artifact to an effective people risk management strategy is a comprehensive, living, breathing handbook.

A Living Handbook connects advanced technology, authoritative content, and seasoned HR experts; three critical components to ensure policies and procedures remain compliant as an organization grows and as regulations change. A Living Handbook establishes behavior standards, communicates values and culture, and protects businesses from potential employee claims.



Multistate* & Federal



Live Support



E-Signature*



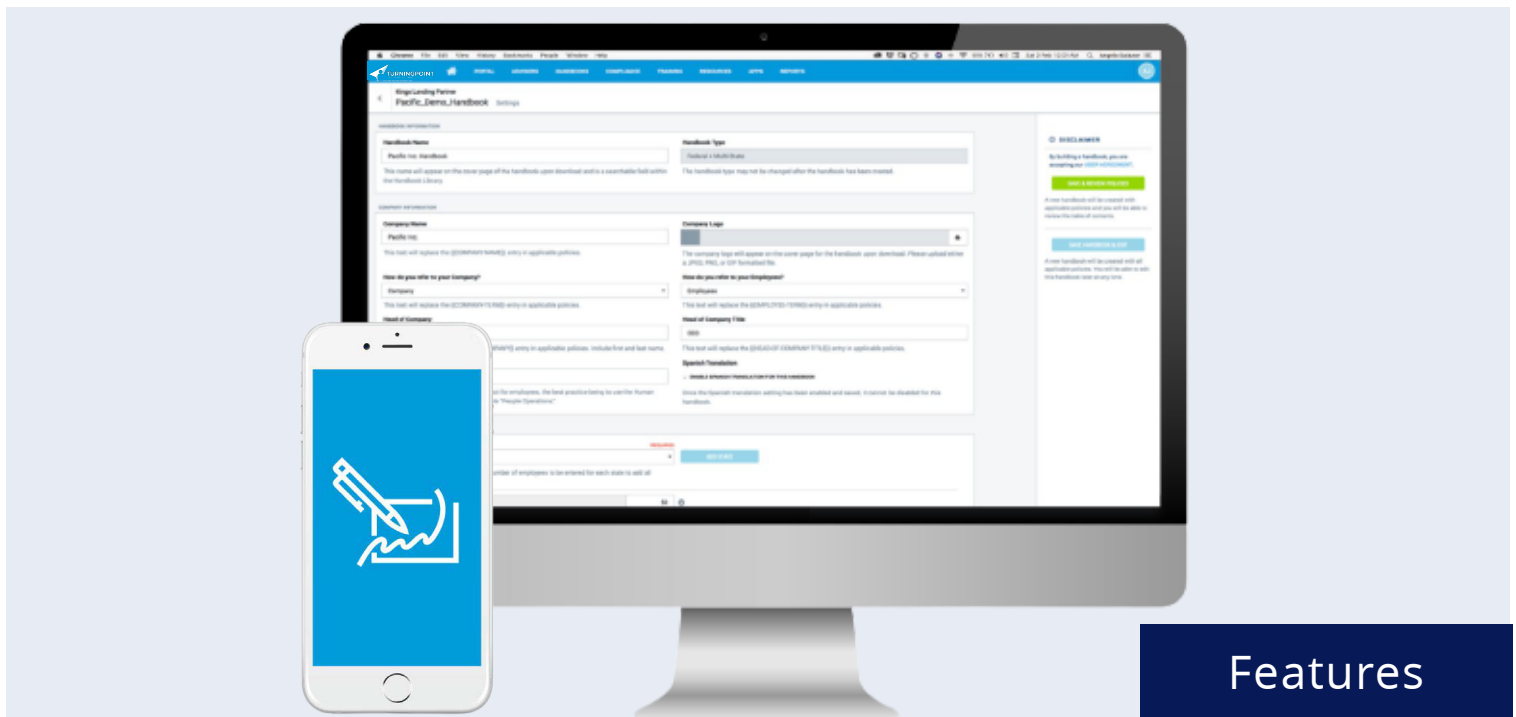
Policy Update Alerts



Cross Team Collaboration



Spanish Translations*



Features



Electronic distribution improves handbook dissemination, making it easier for multistate employers and businesses with a distributed employee base.



Customization features enable the addition of language and policies unique to individual organizations.



Spanish translation improves language challenges with non-English-speaking workforces*



Automated policy alerts notify responsible parties when corporate policies are impacted by changing laws or regulations.



Eliminates the struggle with updating, re-assigning, and tracking employee signatures.*



Access to Live Advisors allows businesses to get their questions answered fast and accurately.



Competitive pricing avoids legal fees typically incurred for development and periodic reviews.



E-signature holds employees accountable by requiring sign-off during onboarding and when policies are updated.*

Pricing

<i>Service</i>	<i>Living Handbook</i>	<i>Living Handbook PLUS</i>
<i>Federal Policies</i>	✓	✓
<i>Single State Policies</i>	✓	✓
<i>Policy Update Alerts</i>	✓	✓
<i>Easy Update Process</i>	✓	✓
<i>Multistate Policies in One Handbook</i>		✓
<i>Spanish Language Translation</i>		✓
<i>E-Signature Employee Acknowledgement</i>		✓
Cost	\$150/month + \$2 PEPM*	\$500/month + \$2 PEPM

*PEPM = Per Employee Per Month



How It Works

01 - Onboarding/Initiation

You will be assigned a dedicated Turning Point Team Member who will be your go-to contact for anything employee handbook related. During the Onboarding/Initial phone call, your assigned Team Member will go through an in-depth questionnaire to establish the state of your current employee handbook or determine the types of policies to be included in your new handbook.

02 - First Draft

Your Turning Point Team Member will translate/create your employee handbook into our system. This system is built out to make policy recommendations, create custom policies, and know which policies are required by law. Once the initial handbook has been updated/created, you will be sent a copy for review. Your Turning Point Team Member will schedule a call to discuss any comments/changes you have on this draft. This process will continue until a mutually agreed upon employee handbook can be finalized.

03 - Living Handbook Policy Updates

Once the finalized handbook is established, our system constantly searches for policy updates and law changes. When the system finds an update, your assigned Turning Point HCM Team Member will be notified and will examine the policy update and advise you on the changes. Once the policy update has been accepted, we will provide you with the updated version - it's as easy as that! With the purchase of Living Handbook Plus, we can distribute the handbook and all updates directly to your employees for acknowledgement right from our system!