



UPDATED THINKHR 50-STATE EMPLOYEE HANDBOOK BUILDER

Now with both federal and state employment regulations and policies for all 50 states.

Create a comprehensive employee handbook that complies with all current state and federal employment regulations—all with minimal time and effort on your part.

The Employee Handbook Builder will:

- Minimize your risk of employment liability with clearly communicated, regulatory compliant policies.
- Reduce the strain on your staff with pre-developed content, step-by-step instructions, expert commentary and online support.
- Deliver a current, comprehensive, compliant handbook quickly without cutting corners.

Employee Handbook Builder features:

- Compiled in collaboration with one of the country's leading employment law firms, Constangy, Brooks, Smith & Prophete LLP.
- Covers policy at both the federal and state level for every state where you have employees.
- Fully editable and customizable to your company's unique policies, philosophy and culture.
- Included as part of your ThinkHR service at no charge.

Simply login to [ThinkHR Platform](#) and click on the [Handbook Builder](#) icon to get started.

EMPLOYEE HANDBOOK LEGAL REVIEW

Provided by Constangy, Brooks, Smith & Prophete, LLP

Get peace of mind when your handbook is reviewed by our partners at the employment law firm of Constangy, Brooks, Smith & Prophete, LLP.

For a flat fee of \$500 per state, attorneys at Constangy will carefully review a handbook and note any areas that require amendment. Handbooks must be created with the **ThinkHR Handbook Builder**.

For handbooks that require more substantive work, Constangy offers a ThinkHR Associate rate of \$300 per hour. Additional review or charges will be communicated and agreed upon by prior to the commencement of work.

To arrange for a review of your handbook, please contact John Dickinson, Partner, at Constangy, Brooks, Smith & Prophete at [904.357.2650](tel:904.357.2650) or jdickinson@constangy.com.