

DAY

HR CONSULTING

MARCH CHAMBER SPECIAL!

Employee Handbook Creation or Update!!

Whether you need a handbook for your organization or need for your current handbook to be brought up to date, Day HR Consulting will:

- explain the handbook sections tied to laws and regulations that affect your workplace
- personalize the handbook to include policies and procedures specifically to match those you have created for your staff
- include benefit and paid-time-off summaries
- modify the handbook to reflect the critical priorities and desired culture that makes your organization a continuing success
- provide a first draft and a final draft, all in MS Word, so you can easily make future revisions

Maximum of \$499*

* for Illinois-only employer – will quote cost for multi-state employer

SERVICES

HR Helpdesk

Personalized Employee
Handbooks

Sexual Harassment Training
Services

HR Compliance Audits

Recruiting and Hiring
Services

Safety/OSHA Walk-Through
Audits

Drug & Alcohol Testing
Procedures

New Hire Orientations &
Benefit Enrollment

And Many More..

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