

# HR Policy Manual Deliverables

## **130+ policy selection listing comprising**

- Employee relations
- Education programs
- Employment practices
- Health programs
- Health benefits
- Interpersonal development
- Labor relations
- Management practices
- Pay practices
- Recruitment practices
- Safety
- Security
- Skills training
- Social benefits
- Staffing practices

## **“Perpetual” user updating capability**

**One electronic copy in Microsoft Word**

**One reproduction-ready hardcopy**

**Compliance review of initial policies**

**Communications recommendations**

**Employee confirmation of receipt**

**Employment-at-will designation notice**

**Existing HR policy integration**

**HR practicality review**

**HR practitioner’s policy development**

**Oral explanation of policy content**

**Policy contents listing**

**Policy formatting recommendations**

**Policy inclusion recommendations**

**Policy index listing**

**Recommended policy numbering**

**Sample executive welcome letter**

**Sample organization overview memo**

**State-of-the-art policy statements**

Additional and expanded  
HR services are tailored  
for specific client needs

**PHRST**  
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800-285-8380-code-14 or 386-439-6341

## HR Policy Manual



PHRST offers *a la carte* human  
resource management through select  
Professional Human Resource  
Service Teams

## What Is Needed

Organizations need to be sensitive to employee, business and compliance matters when establishing policies. PHRST assists organizations overcome concerns by preparing policies with built in legal and regulatory compliance, effective formatting, needed components, HR review, updating capability, and more in a user-friendly policy manual with multi-lingual capability.

## State-of-the-Art

PHRST is accomplished in reviewing, writing, editing and suggesting policies. We handle the planning, preparation, assistance and know-how necessary to fulfill these requirements. We work closely with management to develop policy manuals which are easy to understand, easy to administer and easy to update. We provide hard and soft copies of a comprehensive manual appropriate for our client in a concise and sensible layout to foster use and understanding. Compliant policies are developed for specific geographic areas.



## Knowledge, Skill & Ability

Our HR policy development team is staffed by human resource specialists and led by certified senior professionals in HR management who know what needs to go into an HR manual. We combine a thorough understanding of practices, regulations and professional standards with technical expertise to deliver an easy- to-understand-and-follow manual compliant with local requirements.

## When, Where & For How Much

Project completion requires approximately 15 workdays. This comprises 3-5 days draft work plus 5-10 days client review time. Based on client need, our professionals work at client locations, designated sites, or PHRST offices. The basic service fee for English language policy manuals is \$2,400, comprising a \$1,400 initiation fee and a \$1,000 final charge. Expenses are documented and billed at-cost. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via the Internet. Other language presentation is at an additional cost pre-approved by the client.

# About PHRST

## Strategic Human Resource Management

**PHRST** stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

**PHRST** works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.