



THE LIBERTY COMPANY
insurance brokers



Protect and Grow
Your Business with the
HR Support Center
and HR On-Demand

4 Critical HR Tools At Your Fingertips



1

EMPLOYEE HANDBOOK

A comprehensive handbook informs your employees about important policies regarding employment, conduct, compensation, health & safety, and more. It's crucial for demonstrating that your organization's policies and procedures meet legal requirements — **and it serves as valuable protection if an employee were to file a lawsuit against your business.**



2

JOB DESCRIPTIONS

Attracting and retaining great talent starts with a well-written job description. It can also limit overtime disputes by clearly noting whether a role is exempt vs non-exempt. By describing essential job functions, it can also help assess if an employee with a stated disability is able to do the job. **Simply put, good job descriptions can save your organization time and money.**



3

NEW HIRE DOCUMENTS

A clear offer letter is a key part of the onboarding process. It conveys rate of pay, expected hours, and employee classification. It also allows the employer to emphasize an at-will employment relationship. Other new hire forms, such as W-4s and background checks will allow you to comply with federal laws while helping protect your business.



4

EMPLOYEE RELATIONS SOLUTIONS

Whether it's an employee coming in a bit late or not excelling in all aspects of their position, **handling employee relations issues well is critical to the health of your workplace.** Managing these issues quickly and professionally not only protects your organization — it often helps reduce turnover, keeps morale high, and establishes a thriving company culture.

The HR Support Center with HR On-Demand provides all of these tools, including unlimited, live HR consulting to help you manage compliance and employee relations issues. **Get started today!**

