

Handbook Review & Update Process

A streamlined, attorney-led process for compliant, practical employee handbooks

Step 1: Submit Your Materials

Send us your current handbook, related policies, and employee headcount by state.



Step 2: Align on Goals

We discuss your goals, workplace priorities, and handbook needs during an introductory call.
Optional: Clients may complete our Handbook Kickoff Form in lieu of an introductory call.



Step 3: Legal Review & Drafting

Our attorneys review your handbook to identify compliance gaps, update policies, and address your goals.



Step 4: Delivery of Revised Handbook

You receive a redlined draft showing all revisions, a clean ready-to-use handbook, and applicable state-specific supplements. *Note: This completes the handbook review unless a wrap-up call is requested.*



Step 5: Optional Wrap-Up Call

Upon request, we schedule a 30-minute wrap-up call to briefly discuss key revisions and answer questions.
Note: Wrap-up calls should be requested within two weeks of handbook delivery.

Typical Turnaround: 2 – 4 weeks depending on handbook size and state footprint.

What This Service Covers

- ✓ Federal and Multi-State Compliance Review
- ✓ Legal, Up-To-Date Policies
- ✓ Clear, Employee-Friendly Language
- ✓ Protected by the Attorney-Client privilege

What This Does Not Cover

- × Implementation of the revisions recommended.
- × Additional meetings to review our edits after the 30-minute wrap up call is complete.

We are pleased to help you implement the changes we recommend and participate in additional conversations about your Handbook after the 30-minute wrap up call, for a fee.