



MOUNTAIN STATES

Better Informed Employees Will Decrease Turn-over and Improve Employee/Management Relations. Take Advantage of an MSLBMDA Member Benefit

Employee Policy & Procedure Manual Designed

Manual Characteristics:

- Easily customized by inserting your company name and logo. This manual is provided in Microsoft Word Document format. The MSLBMDA can have it customized for you through the Southern Building Material Association.
- Easily modified to meet the unique operational needs of your yards
- Complete employee relations reference for managers and supervisors
- Policies, procedures and all **forms** in one easy to use guidebook (You can print the forms as needed!)

Why:

- Federal government, along with the EEOC, requires every business regardless of size, to have a formalized company employee policy handbook
- By far the leading contributor to employee legal disputes is inadequate policies and guidelines for employees and managers. In most cases employees win simply because they did not know their actions or lack thereof violated company policy
- EEOC, AAP, ADA, FMLA, COBRA Complaint
- Eases transition for new employees
- Discourages employee lawsuits
- Explains to each member of your team the general rules and regulations of your company
- Provides clear and consistent policy through out the company
- Avoids misunderstandings by providing employees written policies
- Better informed employees will decrease turnover at employee and management relations
- Avoids wrongful termination lawsuits by properly te employees for violating acceptable written company
- Free updates for a year with purchase & ability to su *nual* updates for only \$49 a year!
This is a "live" document that will be continually updated with *any* new employee regulations and nev employee relation guidelines and techniques



Price:

- \$250 for Manual plus \$9 Shipping Charges
- \$49 (after first year) for each yearly update
- \$25 to Customize with Company Logo (you'll need to send us your logo)
- **\$500 Non-Member Price for Manual plus Shipping Charges**

Please send the Policy & Procedures Manual.

(Name)

(Company)

(E-Mail Address)

We would prefer to receive the manual on a CD. Please send it to:

(Name)

(Address)

____ Please customize with our logo. We are emailing ____ mailing ____ our logo to you.

Payment Options: Check Enclosed Bill Us

Fax to: (303)290-9137 or Mail to: MSLBMDA, 9034 E. Easter Place #103, Centennial, CO 80112
Call (303) 793-0859 or (800) 365-0919 if you have any questions!