A compliant employee handbook is a critical tool for managing employment risk. It can shape employee expectations and company culture. It can also act as a safety net by incorporating legal requirements that might fall through the cracks.

J.W. Terrill’s Compliance Consulting Department will partner with you to develop a customized handbook for your organization, guide you through the strategic decision-making process and even train your managers on its use and interpretation.

A LIVING DOCUMENT
A compliant employee handbook isn’t easy to create. The best handbooks reflect a comprehensive strategy while also preserving management’s flexibility and discretion to address unique situations as they arise. It should also be a living document that is updated as new federal and state laws and interpretations are issued.

ROAD MAP FOR COMPLIANCE
Employers are responsible for administering a wide variety of employment laws. Unfortunately, the number and complexity of those laws keeps increasing. The Affordable Care Act’s employer mandate is a seismic change in employee benefits, but its impact extends to HR and company policies as well. But that’s just the beginning. New Fair Labor Standards Act regulations require higher salary bases for exempt employees. Federal contractors and some subcontractors are required to offer paid sick leave, which is a new requirement under many state laws.

On top of it all, the National Labor Relations Board recently took an interest in employer policies. Their concern is possible infringements on employees’ right to organize. The NLRB’s granular-level guidance makes staying compliant all the more challenging – especially with rapidly-changing laws, technology and workforce trends.

FROM PAPER TO PRACTICE
Ultimately, a handbook is just a stack of paper unless it is implemented and helps shape behavior. Managers and supervisors need to understand their role in enforcing handbook policies, and employees need to know what’s expected of them.
J.W. Terrill’s Compliance Consulting Group utilizes a diverse set of skills and experience to help you keep up with the web of employment laws and regulations. Our ERISA attorneys and experienced HR consultants are available on a fee-basis for a variety of projects:

- Training (customized to your organization) such as harassment, performance management, or supervisor training
- HR audits to help you identify and prioritize your potential areas of exposure
- Summary Plan Description and Wrap Document creation
- Dependent audits to verify the eligibility of those on your medical plan
- Applicant sourcing, which is our way of delivering qualified candidates to you without the price or commitment of a recruiter

ABOUT MMA

Marsh & McLennan Agency is a full-service insurance, financial, and risk management firm that specializes in providing proprietary solutions to middle market employers dealing with the complexities of employee benefits and commercial insurance.

As a subsidiary of Marsh, the world’s largest broker and risk advisor, we provide clients with unlimited access to local service, regional expertise and global resources based on strong, mutually beneficial partnerships.

Our dedicated senior advisor of regulatory affairs works closely with our employee benefits teams to help clients navigate the complex and sometimes treacherous world of benefits compliance.

Other Available Benefit Compliance Services:

- Webinars, Workshops and Seminars
- ACA and Legislative Alerts and Updates
- TerrillConnect Articles

For more information about Employee Handbook compliance and other solutions from J.W. Terrill, visit www.jwterrill.com, email hrconsulting@jwterrill.com, or contact your J.W. Terrill representative.

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