



Creating an Employee Handbook

Has your small business moved to the next level? Has it gone from a one man/woman shop to needing employees? If so then it is time to get some policies and procedures in place. We can help you with creating a basic employee handbook geared toward the small business that has made that jump!

Take home a free CD of sample policies that allow you to begin the somewhat time intensive process of creating an employee handbook that will protect your small business. Policies and forms on the CD include: I-9 form for new hires, employee handbook received form, notice of discharge or termination of employee form, pay agreements, smoking policy, company vehicle drive policy, job offer letter, personnel files policy, attendance policy, drug and alcohol use policy, vacation and sick leave policy, helpful checklists and more! **The Cost of this workshop is \$25.00.**

Our instructor will be Astrid Gulley, a staff member consultant and instructor with the Technology Assistance Small Business Development Center (TASBDC).

To register for this class, please contact an SBDC office near you:

SBDC Corsicana
3200 W. 7th Avenue
Corsicana, TX 75110
Phone: (903) 875-7667

SBDC Waxahachie
1900 John Arden Dr.
Waxahachie, TX 75165
Phone: (972) 923-6425

Email: SBDC@NavarroCollege.edu

<u>Date</u>	<u>Time</u>	<u>Location</u>
November 10	2:00-4:00 p.m.	Prosperity Bank-Red Oak

Training Locations

- Corsicana Chamber of Commerce:** 120 N. 12th Street, Corsicana, TX 75110
- Prosperity Bank Conference Room:** 500 North I.H. 35, Red Oak, TX 75154
- Waxahachie Chamber of Commerce:** 102 YMCA Dr., Waxahachie, TX 75165
- Citizen's National Bank Community Room:** 310 N. 9th St., Midlothian, TX 76065
- Mexia MEDC Board Room:** 405 E. Milam St., Mexia, TX 76667
- Fairfield Conference Center:** 839 E. Commerce St., Fairfield, TX 75840



Visit us on line at www.NCSBDC.org or email SBDC@NavarroCollege.edu

Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations will be made to those individuals with disabilities, as well as to clients with limited English proficiency, who request such accommodations in advance.