

# Insperity Policies Now

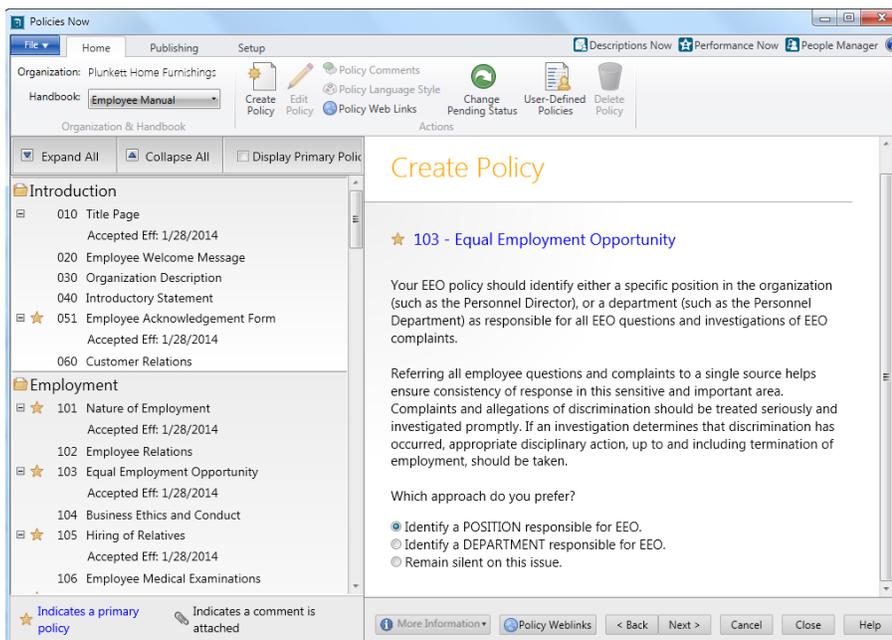
## Customized employment policies and handbooks

Insperity® Policies Now® can help you create effective employment policies, procedures and handbooks that would normally require the work of high-priced professionals or consultants – but with a lot less time, effort and money.

### Write policies quickly

Communicate your culture and values by crafting a useful source of company information for all your employees.

- Q&A wizard customizes policies and prompts you to consider important issues you might otherwise overlook
- Automatic text generator creates standardized text for your handbooks and can assign a position or department responsible for addressing questions regarding certain policies
- Make comments if collaborating with colleagues
- Develop additional documents such as personnel forms, memos and checklists

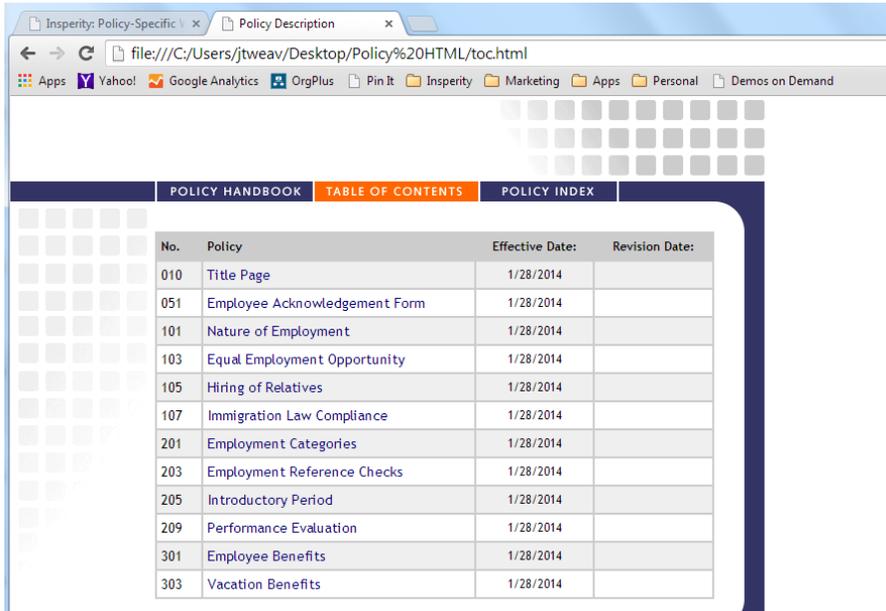


*Policies Now helps you notify employees of the person or department that can field their questions about a specific policy.*

## Publish with ease

Produce polished publications for print or for placement on your company intranet with built-in formatting, spell checker and thesaurus.

- Three language styles to choose from: formal, informal and plain English
- Automatically creates a table of contents and builds an index
- Choose from eight design styles or create your own with simple menu selections
- Create the look and feel you want with pictures, graphics and tables



No.	Policy	Effective Date:	Revision Date:
010	<a href="#">Title Page</a>	1/28/2014	
051	<a href="#">Employee Acknowledgement Form</a>	1/28/2014	
101	<a href="#">Nature of Employment</a>	1/28/2014	
103	<a href="#">Equal Employment Opportunity</a>	1/28/2014	
105	<a href="#">Hiring of Relatives</a>	1/28/2014	
107	<a href="#">Immigration Law Compliance</a>	1/28/2014	
201	<a href="#">Employment Categories</a>	1/28/2014	
203	<a href="#">Employment Reference Checks</a>	1/28/2014	
205	<a href="#">Introductory Period</a>	1/28/2014	
209	<a href="#">Performance Evaluation</a>	1/28/2014	
301	<a href="#">Employee Benefits</a>	1/28/2014	
303	<a href="#">Vacation Benefits</a>	1/28/2014	

*Group policies to create and publish an eye-catching employee handbook for your company intranet.*

## Maintain and manage policies

Keep up to six different handbooks to accommodate the needs of different employee groups.

- Record and track policy revisions, which automatically update the table of contents and index
- Distribute single policies or entire handbooks by email
- Access external Web links, news and information to help you keep policies current



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Inspiring Business Performance™

### Policy-Specific Web Links

This page is your gateway to the ever-increasing resources available across the Internet. The first section, General Links, includes a wide range of general human resources, employment and legal sites. Following it are policy-specific links to hundreds of sites for many of the policies in Insperty's Policies Now software program.

**Policies Now Library 25 update:** Policy 606, On October 28, 2009 the President signed the 2010 National Defense Authorization Act. This Act expands FMLA military family leave benefits. The Act extends "qualifying exigency" leave to members of the Armed Forces. The caregiver leave has also been extended to care for veterans who were members of the Armed Forces at any time during the five years preceding the date of treatment. Both extensions of coverage have been added to Policy 606 introduction and policy text.

**This page was last updated May 29, 2013**

DISCLAIMER: Insperty assumes no responsibility for the accuracy or currency of information on any listed site.

**General Links:**

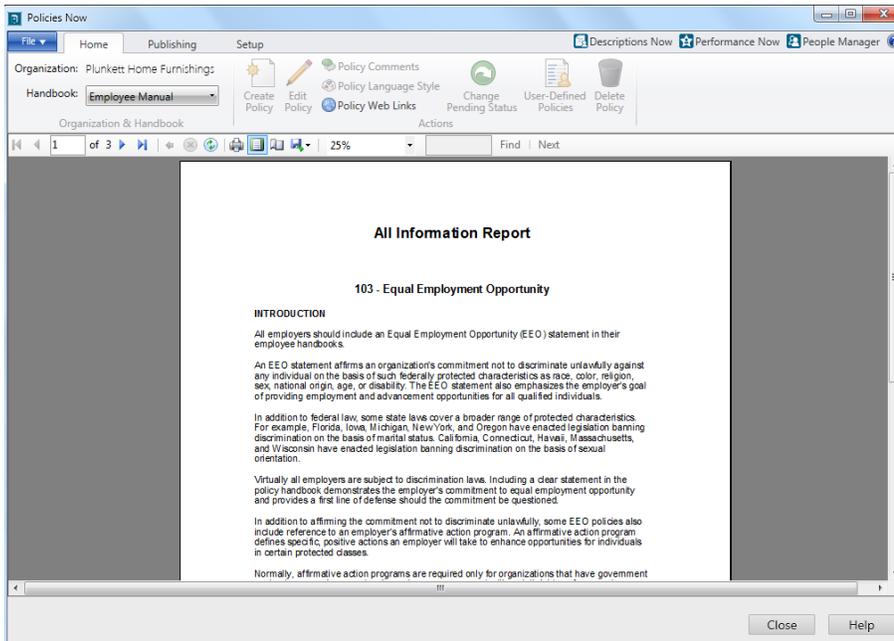
- [Workforce Online](#) includes Dialogue Forums-it's a great place to network with HR folks in an almost realtime environment.
- [The Society of Human Resources Management Web site](#) does a great job of announcing late-breaking news that impacts HR and providing information. However, to participate in their HR Chat room and some other areas, you need SHRM membership.
- [Wide range of information is available from the Bureau of Labor Statistics](#)

*Policies Now® provides easy access to online information so you can create accurate documents.*

## Protect your organization

The number of employment laws has increased dramatically over the last 50 years, and the best tool for helping you communicate expectations to employees is your employee handbook.

- Identifies essential employment policies for you
- Helps limit risk by offering more than 100 business policies written and reviewed by professionals
- Reports section pulls all available information on specific topics so you can research before building a policy
- Get built-in HR knowledge with easy access to federal and state employment law information



*Policies Now® can gather information about important employment topics to help you better prepare for creating your employee handbook.*

**“I praised a client for the accuracy, readability and tone of their handbook. I learned they used Policies Now, and I’ve been recommending it ever since.”**

*David E. Nagle, Attorney*

### System requirements:

- Windows 7 (SP1 32-bit or 64-bit), Windows Vista (SP2 32-bit or 64-bit)
- Minimum 2GB RAM, 4GB recommended
- Minimum 600 MB available disk space, 1 GB recommended
- 2GB for Microsoft .NET Framework 4 (if not already installed)
- Minimum 1024x768 screen resolution 16-bit or higher color, 1280x1024 recommended
- All online features/services require Internet access
- Product registration is required

## Get started today

To learn more about Insperty Policies Now, call us toll-free at **877-222-0499** or email [performsmartin@insperity.com](mailto:performsmartin@insperity.com).

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**Ultimate Employer®**  
Get the entire suite of products, including People Manager, that helps maintain accurate records, manage personnel tasks and handle HR issues.



**Descriptions Now®**  
Develop ADA-compliant job descriptions, interview questions and job ads in minutes that will help you attract better candidates.



**Performance Now®**  
Write effective performance reviews and track the goals and accomplishments of employees.