

# Updating your Employee Handbook? Here's who to Involve!

Plus, what you'll need to accomplish with each party.

## Executive Leadership

Getting early leadership buy-in will keep your project running smoothly and help you launch more quickly. Since Leadership is easily distracted by other projects, you'll also want to give them ample time to provide content input.

- Get budget approval for your project
- Define leadership's idea of a successful project
- Determine the best timing for launch (consider other initiatives or events)
- Discuss significant policy changes
- Update strategic communications (welcome letter or cultural content)
- Identify leadership's ideal level of involvement

## Human Resources (HR)

The first step to a successful project is to know what criteria will be used to judge success. You need to find out what will make the head HR guru (you, maybe) think, "This project went perfectly."

- Your HR project team: decide who "owns" the project and who supports
- Define internal budget based on leadership budget
- Audit existing benefits, policies, and procedures for anything missing
- Research any changed laws that will impact your project
- Structure phases with timelines that make sense

## Information Technology (IT)

IT's involvement depends on the tools you need and your chosen distribution method (check out the Distribution Methods work sheet for help).

- Determine how your policies & procedures will be distributed: print, email/PDF, or via software (:cough: Blissbook :cough:)
- Plan for and evaluate how you'll edit content going forward
- Decide how you'll collect and store acknowledgements from employees
- Think through how employees will access content

## Legal

Engage your legal team to keep your policies compliant and ensure your policy processes and workflows are set up in a way to minimize litigation risk.

- Ensure your policies comply with employment law  
Using software? Ask your legal team to help you:
  - Evaluate the software from a legal/compliance perspective
  - Read, understand, and/or sign a Master Services Agreement (MSA)

## Marketing and Communications

From content to brand design to launch, your marketing and/or communication teams can help you design and launch your handbook.

Tip: Check out the included Communication Strategy Cheatsheet!

- Can someone help you write or edit policy copy intros or summaries with a conversational, non-legalspeak voice and tone?
- Obtain graphics, images, or other branding assets from the marketing team to support the design of your policies/handbook
- If you're going with a printed/PDF handbook, find out the scope and timeline to have it designed, and know how updates will be made
- Work with the communications team on a launch + distribution strategy (including finding out if there's a newsletter, upcoming event, or other public way to announce the launch)