

# QUICK Q&A

## Answers to not-so-common questions

*Even the most experienced HR pros have questions from time to time. Our monthly Quick Q&A series provides answers to not-so-common questions and links to helpful resources.*

**Q. It's been a while since we have updated our employee handbook. How often do we need to update it? Are there any new policies that we should implement?**

**A.** Best practice is to review your employee handbook regularly. While your policies may not need a complete revamp every year, reviewing your handbook annually ensures your company remains compliant. Handbooks also lay the foundation for your employees' experience with your company. When leveraged to be an informative tool employees can conveniently turn to, employee handbooks are an asset to your onboarding process.

Policies and organizational priorities vary from company to company. Consider the following topics.

- Vaccination policy. Employers with 100-plus employees subject to OSHA's COVID-19 [Emergency Temporary Standard](#) (ETS) should evaluate their obligation to implement a vaccination and/or masking and testing policy. With deadlines fast approaching, Bukaty Companies is prepared to assist our clients with the ETS policy creation and implementation.
- Telecommuting policy. If your company is one of the many to shift to a remote or hybrid work model what guidelines will employees need to follow? Will they need to remain consistent with regular office hours? Should work be conducted from personal computers?
- Paid time off policies. Can employees rollover PTO from year to year? Will there be separate banks for personal and sick time off? How far in advance must requests be submitted?

By proactively providing answers to questions that arise throughout the course of an employee's time with a company, both employees and HR departments save time and avoid confusion. Whether your employee policies need a complete makeover or just a small facelift, Bukaty Companies HR Consulting has the expertise you need. For handbook help contact us at [HRconsulting@bukaty.com](mailto:HRconsulting@bukaty.com).

### Helpful Resources

[OSHA sample mandatory vaccination policy template](#)

[Sample vaccine/testing/masking policy](#)

[Register for our free recruiting and onboarding webinar](#)

Got an HR question? Let us know how we can help at [HRconsulting@bukaty.com](mailto:HRconsulting@bukaty.com).