



This program has been approved for 3.0 re-certification hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). For more information about certification or re-certification please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org)

*Learn the practical aspects of*  
**Employee Handbooks  
in South Carolina**

**Prerequisites:** None  
**Schedule:** Half-day Session

---

### Course objectives

Employee handbooks can serve as a great communication tool. They can also help organizations create consistent and fair policies and practices. However, handbooks can also result in legal liability if not properly crafted and implemented, especially in South Carolina where various court cases have found handbooks to be contracts of employment. South Carolina has some very specific guidelines that must be followed when creating an employee handbook. This course is designed for managers, business owners or human resources professionals who are responsible for developing and maintaining an employee handbook for their organization.

### Course Topics

- ✓ Specific requirements for handbooks that cover employees working in South Carolina
- ✓ Advice on what policies and language to include to reduce your employment liability
- ✓ Tips on how to make policy decisions that will be fair and effective
- ✓ Recommendations on best practices compared to other local organizations
- ✓ Appropriate language to avoid claims of the handbook as a contract
- ✓ Strategies for how to distribute and update the handbook for new and current employees