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approach creating  
your handbook is to  
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welcoming new hires  
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(e.g. summaries and statements.) You could keep detailed documents of your policies in an intranet, a HR information system (e.g. BambooHR or Namely) or a shared folder. What to include in an employee handbook

How to write an

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Workable

the coverage

becomes effective the

next date that the

employee is in pay

and duty status.

Option C insurance

coverage is effective

on the day your

employing office

receives your election

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