

# The CommUnity HR Newsletter



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## Employee Handbook

It takes a well-trained and motivated staff to deliver top-notch service at your business. One necessary tool for getting everyone pulling in the same direction is an employee handbook.

A well-written handbook provides a general description of your company's "rules of the road", letting employees know how the business operates, where they fit in and the expectations of employees from their company as well as the company from their employees. An employee handbook should be customized to your particular business and tailored to your specific day to day operations.

Your employee handbook should provide guidance and clarification of your company's policies and procedures, as they specifically apply to the staff. Clearly outline employee benefits, duties and responsibilities and you will save time and money by improving employee morale, preventing disagreements, and possibly helping you avoid a costly lawsuit.

A thorough employee handbook typically covers these areas: ▪ Company Mission/Vision statement and philosophy ▪ Hours of Operation ▪ Attendance and punctuality ▪ Environment (facilities, smoking, security) ▪ Lunch & break times ▪ Parking policies ▪ Severe weather policies ▪ Vacations ▪ Jury duty ▪ Military leave of absence ▪ Personal leave of absence ▪ Bereavement ▪ Compensation Tiers ▪ Insurance ▪ Dress code ▪ Performance reviews ▪ Career development ▪ Office equipment ▪ Health and safety ▪ Personal conduct ▪ Use of property and supplies ▪ Grievance procedures ▪ Harassment Policies ▪ Termination Policies and Procedures.

While drafting an employee manual may seem like a daunting task at first, it is an important way to protect your business and establish structure for your employees. Your employees will appreciate having clear guidelines that will ultimately improve morale and efficiency.

If your company doesn't have an existing employee handbook, UnityHR would be happy to create one for you. Additionally, if you have an employee handbook that is out of date, UnityHR would be glad to review it and update it as needed. Please call our office at 360-671-0762 and inquire about how we can help you draft or revise your employee handbook.

## 2010 TAX INFORMATION

### CORPORATE RETURNS

All information for the Tax Season of 2009, we are asking our clients to please bring all documentation into our office no later than **March 1, 2010**. Please note: anything received after will not be guaranteed to be processed by the deadline of **March 15th**.

### PERSONAL RETURNS

All information for the Tax Season of 2009, we are asking our clients to please bring all documentation into our office no later than **April 1, 2010**. Please note: anything received after will not be guaranteed to be processed by the deadline of **April 15th**.

## Online Backup Resource Center!

It's a good idea to frequently back up your data to a secure, remote location to prevent data loss. You can use Online Backup to automatically back up your data to secure, remote Intuit locations over the Internet.

**Bellingham Tech College Has QuickBooks classes!**

**For more information pick up a catalog or call them at 360-752-8350**

**~QUOTE~**

Discipline is the bridge between goals and accomplishments.

**~Jim Rohn~**

# Fusion Chili

## Ingredients

- |   |  |
|---|--|
| 👉 10 dried ancho chiles - chopped, stemmed & seeded | 👉 1 teaspoon black pepper                |
| 👉 1/2 cup water                                     | 👉 1 (6 ounce) can tomato paste           |
| 👉 1/4 cup white wine vinegar                        | 👉 1 cup dry red wine                     |
| 👉 3 pounds hot Italian sausage, casings removed     | 👉 4 (14.5 ounce) cans diced tomatoes     |
| 👉 3 pounds ground beef                              | 👉 1/4 cup Worcestershire sauce           |
| 👉 1 white onion, diced                              | 👉 1/4 cup hot pepper sauce               |
| 👉 1 red onion, diced                                | 👉 1 tablespoon chili powder              |
| 👉 1 sweet onion, diced                              | 👉 2 teaspoons ground cumin               |
| 👉 1 cup diced celery                                | 👉 1 tablespoon chopped fresh parsley     |
| 👉 1 cup diced carrots                               | 👉 1/2 cup honey                          |
| 👉 10 cloves garlic, sliced                          | 👉 1 (16 ounce) can kidney beans, drained |
| 👉 1 teaspoon salt                                   | 👉 1 (16 ounce) can pinto beans, drained  |

## Directions

In a small bowl, soak chilies in water and vinegar for 30 minutes. After soaking, puree in a blender or food processor until very smooth, about 5 minutes; set aside.

Place sausage and ground beef in a large, deep skillet. Cook over medium high heat until evenly brown. Remove meat from pan, and set aside. In a large pot, heat 3 to 4 tablespoons of the meat drippings over medium heat. Sauté white onion, red onion, sweet onion, celery, carrots, and garlic until onions are soft and translucent. Season with salt and black pepper. Stir in tomato paste, and allow caramelize. Pour in wine to deglaze the pot, scraping up any bits stuck to the bottom.

Stir in cooked meat, tomatoes, Worcestershire sauce and hot pepper sauce. Season with chili powder, cumin and parsley. Bring to a boil, then stir in blended chili mixture and boney. Carefully min in kidney beans pinto beans without breaking them. Cover and simmer for 3 hours, stir and scrape the bottom every hour or so.