



SOLEX HRC NEWSLETTER

PERSONALIZED, SEAMLESS, PROFESSIONAL

We put the "Human" in Human Resources | (781) 365-9610

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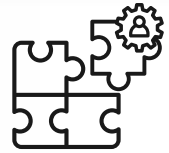


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SOLEX HRC CONSULTING SERVICES



Solex HRC recognizes that managing your employees and growing your business requires a significant amount of time and effort! Many growing businesses do not have an HR professional, or if they do, they are overburdened with compliance tasks and operational projects. Solex HRC can help!

By partnering with Solex HRC, you will have a dedicated HR Consultant that meets with you regularly to stay on top of important tasks, compliance items, and employee relation issues. We take the time to meet with you and to understand your business so we can efficiently manage your workforce. Our intention is to keep your employees happy so you can focus on growing your business.

WEBINAR CALENDAR

* ALL WEBINARS ARE FREE AND OPEN TO THE PUBLIC*



HRC QUARTERLY WEBINAR
TOPIC: HR FILE RETENTION
9/17/2025 12:00PM-1:00PM
REGISTER: LINK COMING SOON



- Promotes consistency in how managers handle workplace issues, helping to ensure fair and equitable treatment.
- Introduces company culture and values, setting the tone from day one.

Whether you're a startup or a growing organization, having a handbook ensures that your team knows what to expect and what is expected of them.

Don't Forget About State-Specific Addenda for Remote Employees
If your company is based in one state but employs remote workers in others, your handbook must go a step further. Each state has its own employment laws, and your policies need to reflect those differences. For example:

- Paid sick leave requirements vary widely from state to state.
- Meal and rest break laws can differ.
- Some states have unique rules around final paychecks, overtime, or protected leave.

💡 **Best Practice:** Maintain a comprehensive core handbook, and then create state-specific addenda for any remote employees working outside your main location. This ensures compliance and gives employees the clarity they need based on where they live and work.

Need help reviewing or updating your handbook?
Whether you're building one from scratch or need multi-state addenda to stay compliant, we're here to support your HR needs. Reach out to Eileen Messier to schedule a meeting at emessier@solexhrc.com

HR Highlight of the Month

The Importance of an Employee Handbook & Why It Needs to Evolve with Your Remote Workforce By Eileen Messier, HRC Practice Manager

An employee handbook is one of the most essential tools an employer can have in place. It serves as the foundation for company policies, expectations, and culture. Yet, too often, it's overlooked or outdated—especially in a world where remote and multi-state workforces are becoming the norm.

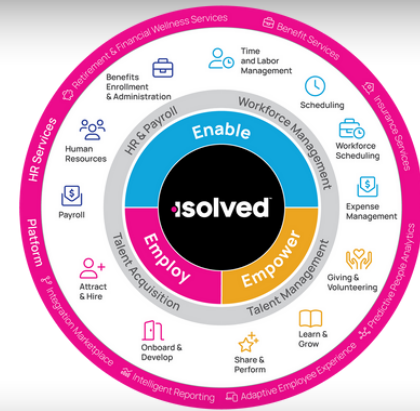
Why Every Business Needs an Employee Handbook

A well-crafted handbook does more than outline dress codes and time-off policies—it:

- Establishes clear expectations for employee behavior, performance, and communication.
- Reduces legal risk by documenting your policies on harassment, discrimination, leaves of absence, wage and hour rules, and more.



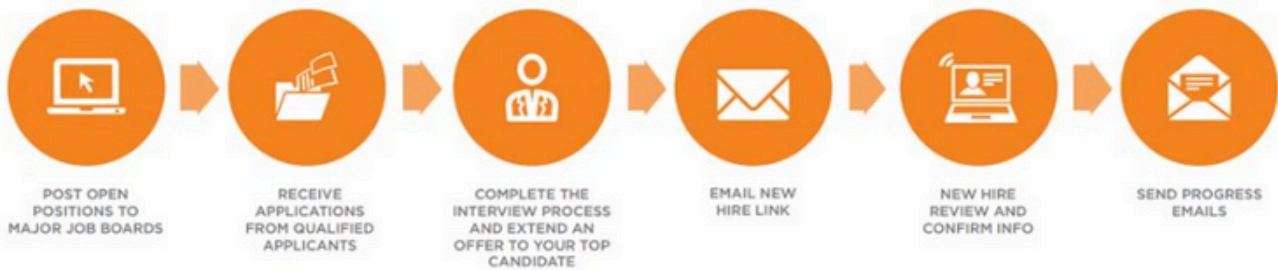
SOLEX HUMAN CAPITAL MANAGEMENT TECHNOLOGY SPOTLIGHT



EMPLOYEE ONBOARDING SOFTWARE

Eliminate Paperwork and Redundancy

When a new hire clearly understands the expectations of the job as well as the company culture, evidence shows that new hire will have improved job performance. When a new hire clearly understands expectations and has a clear vision of your values, evidence shows that new hires have less stress with starting a new job. When an employee is happy with their employer they are less likely to seek other opportunities, which can increase performance, job satisfaction, and retention.



Key Features of Our Onboarding Software

<p>Automated Onboarding Processes</p> <p>Simplifies the new hire process by eliminating paperwork and redundancy, ensuring consistency and compliance</p>	<p>Mobile-Friendly Interface</p> <p>The entire onboarding process can be managed with full functionality accessible from any device, allowing new hires to complete tasks conveniently</p>
<p>Customizable Templates</p> <p>Employers can tailor onboarding tools to collect as much or as little information as needed</p>	<p>Documentation Management</p> <p>The system seamlessly manages all new hire documentation, including I-9 employment verification and e-Verify</p>
<p>Self-Service Capabilities</p> <p>New hires can enter information directly into the system, improving data accuracy and reducing duplicate entries</p>	<p>Engaging New Hire Experience</p> <p>The platform provides a welcoming environment for new employees, setting a precedent for smooth integration</p>
<p>Easy Navigation</p> <p>The software is designed with a simple user interface for productivity and ease of use</p>	<p>Analytics and Reporting</p> <p>Analytics tools to ensure consistency and compliance throughout the onboarding process</p>



HR COMPLIANCE CORNER

INDUSTRY TRENDS IN RETURNING TO ON-SITE WORK: 2025 EMPLOYER PERSPECTIVES AND SOLUTIONS

By Emilee Hines, HRC Consultant

In 2025, the return to on-site work continues to vary across industries, driven by distinct operational needs and workforce expectations. Employers in finance, law, and professional services are leading the movement back to the office, often implementing structured hybrid schedules with mandatory in-office days. These sectors emphasize the value of in-person mentorship, client interaction, and collaboration as key to maintaining competitive performance and culture. In contrast, tech and creative industries remain more flexible, with many employers using a hybrid-first or remote-optional approach to retain talent and reduce overhead costs. Meanwhile, industries that rely on physical presence, such as manufacturing, healthcare, and hospitality, are focused on optimizing on-site operations through enhanced employee experience and engagement efforts.

To navigate these trends successfully, employers are adopting innovative solutions. Many are redesigning office spaces to support purposeful collaboration, introducing "anchor days" for team alignment, and offering commuter benefits or wellness incentives to ease the transition. Others are leveraging data-driven insights from employee surveys to shape policies that reflect team preferences without compromising productivity. Clear communication, flexible policy design, and a renewed focus on culture-building are proving essential as employers across all industries work to create compelling reasons for employees to return to a thriving workplace.

EMPLOYEE ONBOARDING EXPERIENCE - WHAT YOU NEED TO KNOW

By Kathrine Lindsey, HR Consultant

As employers navigate the recruiting world, it is important to keep in mind the importance of Employee Onboarding. It acclimates an employee to their role, the company's philosophies, and what the company has to offer.

Onboarding also engages employees, creating workers that are committed to the company's success and helps retain new hires by making them feel like a member of the team. Some of the following aspects should be considered when employer consider the importance of Onboarding:

- Reducing attrition and increasing employee engagement: A successful onboarding strategy impacts customer satisfaction and the bottom line.
- Laying a foundation for long-term success: Effective onboarding improves productivity, builds loyalty, and helps employees succeed early in their careers.
- Acclimating employees to company culture: Onboarding helps retain employees, reduces turnover, and maximizes productivity.
- Engaging employees and creating commitment: It makes new hires feel like part of the team.
- Demonstrating organizational commitment and helping form relationships: Strong onboarding practices benefit both new hires and the company.

It is important that employers remember that Onboarding is not just the act of completing forms. Onboarding should include:

- New Hire Forms
- First Day Details
- New Hire Packet (such as Welcome Letter, Benefit Info, Training materials, etc.)
- Assignment and set-up of necessary, access, hardware, and/or equipment
- Settling into their new work area (whether in office or remote)
- Socialization to establish company culture
- Goal setting for the New Hire period and beyond
- Providing training

Employers can use this first step of Onboarding to help build loyalty, understanding, and inclusion for all new employees. If you have not established a clear Onboarding procedure, whether online or in-person, reach out to Solex and see how we can help!