



# Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

[www.asbdc.org](http://www.asbdc.org)



## Employee Handbook Development & Revision

In this training session, Samantha will discuss how a carefully worded Employee Handbook can help with employee communication and shield your organization from liability. She will also share the top mistakes employers make when writing their policies and the keys to making the handbook a valuable resource when managing a workforce.

### You will learn:

- Why every company should have an employee handbook
- The policies and disclaimers that must be included
- Policies and phrases to avoid using in your handbook
- Using it to support discipline actions and terminations
- Best practices for communicating and distributing your handbook and keeping it up-to-date

**February 24, 2016 9:00 am — 11:00 am**

**The Chamber of Commerce Huntsville-Madison County**  
**225 Church Street, Huntsville, AL 35801**

Visit our website for registration <http://www.uah.edu/sbdc>

**This event is Free of Charge!**



**Samantha Brinkley, MA, SHRM-SCP CEO/HR Consultant,** Samantha Brinkley graduated from the University of Virginia with a Bachelor of Arts Degree in Psychology with a minor in English. She earned her Master of Arts Degree in Psychology from Chapman University. Ms. Brinkley was a Personnel Officer in the United States Air Force where she attained the rank of Captain and earned two Air Force Organizational Excellence Awards. She served as the Sacramento (California) Police Department's Personnel Services Division Manager and earned a Distinguished Unit Citation. She freelanced as an HR consultant in Sacramento, California. She was also the Human Resources Manager of Wood Rodgers, an engineering firm locally and nationally recognized as a Best Place to Work.

Samantha launched Rocket City HR in March of 2011. Rocket City HR was a finalist for the Madison Chamber of Commerce Small Business of the Year Award in 2014 and 2015. Rocket City HR has helped countless businesses, non-profit organizations, and government agencies reach new heights. In addition, the company has volunteered numerous hours providing pro bono services to veterans, job seekers, and community organizations in need.

Ms. Brinkley has earned the designation Senior Certified Professional by the Society for Human Resource Management (SHRM-SCP). She is a member of the Society for Human Resource Management (SHRM), the North Alabama Society for Human Resource Management (NASHRM), the Huntsville/Madison County Chamber of Commerce, and the Madison Chamber of Commerce. She earned the 2012 Ambassador of the Year Award for the Madison Chamber of Commerce. She serves as Vice Chair of the Board of Directors for the Women's Business Center of North Alabama.



The Small Business Development Center at the University of Alabama in Huntsville is a member of the Alabama SBDC Network. Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Magdaline Braxton, UAH SBDC, 225 Church Street, Suite 319, Huntsville, AL 35801. 256.824.6422.

