



## A Single Misstep Can Be Devastating

Employment law is complex. Few small or medium-sized businesses have the dedicated resources to prevent costly lawsuits and the loss of intellectual property. Making any of the following common employment law mistakes can put you and your assets at risk:

- Misclassification of employees as independent contractors.
- Misclassifying non-exempt employees as exempt.
- Non-compliance with state wage payment laws.
- Not having an employee handbook.
- Non- documentation of employee job performance.
- Not training supervisors regarding EEO laws and regulations.
- Not providing reasonable accommodations for disabled personnel.
- Not obtaining releases from terminated personnel.
- Not protecting confidential company information.
- Not consulting an experienced employment law attorney.

The BASIC Guru self-service platform gives you the coverage you need to safeguard your business and protect your assets. It provides a repository of up-to-date documents laying out easy-to-follow guidelines to make sure all your legal bases are covered. BASIC Guru also enables you to custom-develop and distribute employee handbooks, and simplifies the distribution and tracking of Summary of Benefits and Coverage (SBC) documents.

Our enhanced compliance service called My Legal Help augments BASIC Guru by providing access to affordable one-on-one legal consultations regarding all aspects of employee benefits and health reform compliance.

Limit your risk and protect your assets today...before a single misstep turns into a costly mistake!

