



# Employment Practices



ZYWAVE

July 10, 2026

Did you know that as a registered member of MIIA's online platform Zywave you have access to a tool that can create fully customized employee handbooks for you?



Imagine you are a new HR manager who has realized that your organization's handbook is outdated and needs to be completely rewritten.

Zywave's handbook builder tool can turn this into a 15 minute task!

Using a pre formatted template customized to your organization and based on responses you provide to questions in each policy section, your handbook is created for you in minutes. You can feel secure knowing all federal and state compliant policies are included. All that's left for you to do is, review, edit and print. You can even add sections of your own according to your needs.

**[The video below from a previous MIIA webinar provides an illustration of the process.](#)**

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Adrienne Bodolay  
Carrier Engagement Suite Full Demo

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### Build a new handbook

Answer a few questions related to your company to build a customized employee handbook to distribute to your employees.

[Build new handbook](#)

[Request a Spanish translation quote](#)

### Manage handbooks

| Status | Name       | Date created | Actions |
|--------|------------|--------------|---------|
|        | AB Company | 03/31/2025   | ...     |

**And now check out this example of the finished product!**

If you would like to register for the MIIA Zywave platform or would like to know more, please contact Mary Ann Marino at [mmarino@mma.org](mailto:mmarino@mma.org) or 781-223-1870

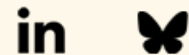
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