The Healthy Business Bookmark™

Professional HR resources at your fingertips

Managing a business is complex. From everyday challenges and paperwork, to managing people—it can be a lot. On your journey to business success, Healthy Business Bookmark (HBB) is the place to get professional HR resources, forms, and sample templates you can start using today!

Here are just a few examples of the most popular resources available in HBB:

Guides and Workbooks

- Understanding Payroll Basics
- Employee Onboarding
- Creating a Job Description
- Employee Terminations
- How to Create an Effective Job Posting

Articles & Podcasts

- Navigating Employee Leaves
- The Weight of Leadership
- The Ins-and-Outs of Commissioned Employee Taxes
- Effectively Responding to Illness Outbreaks at Work
- Healthy Employers Create Healthy Workplaces

Sample Documents and Policies

- Employment Agreement Letter
- Hiring Essentials Checklist
- Applicant Screening Form
- Reference Consent Form
- Application for Employment
- Short Form Employment Agreement
- IT Technology Use Agreement
- Teleworking/Remote Working Agreement
- Averaging of Hours Agreement
- Flexible Work Arrangements Agreement
- Continuation of Benefits Policy
- Workplace Discrimination, Harassment Policy
- Non-Compete Agreement
- Confidentiality & Non-Disclosure Agreement
- Independent Contractors Agreement

Healthy Business Bookmark tools are available for *free* to Chambers Plan clients.

To access HBB, log into *my-benefits*® administrator portal, click Business Assistance Service on the left, then click Go to Healthy Business Bookmark.

Arete® Building Resilience. Together.

Chambers Plan Employee Benefits