

PREVIEW EDITION · THE OPERATING LIBRARY

HR Policy Starter Kit

Nine complete, counsel-ready policy templates with the federal threshold map, a compliance checklist by headcount milestone, and the rollout kit that gets every acknowledgment on file.

9 COMPLETE

One complete framework, shown in full. The operating system that surrounds it lives inside the volume.

CHARTER MEMBER PRICING · 25% OFF · FIRST 14 DAYS



WORLD-CLASS OPERATING KNOWLEDGE

01

THE PROBLEM THIS REMOVES

02

ONE COMPLETE FRAMEWORK,
IN FULL

03

WHAT THE FULL VOLUME
HOLDS

04

HOW TO OWN IT

THE FRAMEWORK · SHOWN IN FULL

The Four Criteria for a Policy That Holds

A policy that fails any one of these four criteria does not protect the organization. It occupies a binder. These are the tests to run against every policy you already have before you write a new one.

- 1 EMPLOYEES CAN FIND IT**
A policy nobody can locate does not function. If an employee cannot answer a policy question in under a minute without asking a manager, the policy is not operational. Storage location is a compliance decision, not an administrative one.
- 2 EMPLOYEES CAN READ IT**
Plain language is not a courtesy. It is a compliance strategy. A policy written to satisfy a lawyer and nobody else will be misapplied by managers who could not parse it, and misapplication is what creates claims.
- 3 MANAGERS CAN APPLY IT**
Every policy must answer two questions for the person enforcing it: what do I do first, and who do I call. A policy that states a standard without an action path produces inconsistent enforcement, which is the fastest route to a discrimination claim.
- 4 IT REFLECTS ACTUAL PRACTICE**
Policies should describe the employment relationship you actually run, not the aspirational one. A written progressive discipline sequence you do not follow is worse than none, because it creates an expectation you then violate.

HOW TO USE IT

Audit every existing policy against all four criteria. Any policy failing two or more is not protecting you, and should be rewritten before you add anything new to the handbook.

INSIDE THE VOLUME

You just used one. The system has more.

9

COMPLETE

FRAMEWORKS, TOOLS & TEMPLATES INSIDE

- + The Federal Threshold Map (which laws switch on at 4, 15, 20, and 50 employees)
- + The At-Will and Equal Employment Policy
- + Technology and Ai Acceptable Use
- + The Annual Policy Review (four audits)
- + The Policy Gap Assessment Tool
- + The Four Priority Tiers of the Minimum Policy Set
- + The Anti-Harassment and Non-Retaliation Policy
- + The Manager Briefing (six modules)
- + When to Call Employment Counsel

AFTER THIS VOLUME YOU CAN

- Know exactly which federal obligations apply at your current headcount, and which arrive at your next one
- Write policies managers can actually apply under pressure
- Roll out a handbook and capture every acknowledgment on file
- Audit your existing policies against four objective criteria
- Recognize the trigger events that require counsel before you act

At-will employment is a legal default, not a documented fact, until you document it. Verbal reassurances are documentation. They simply belong to the employee rather than the organization.

START HERE

HR Policy Starter Kit

THEN READ

Pairs with Vol. 04 (Workplace Investigation Operating System) and Vol. 06 (Documentation Before Delegation)

OWN THE SYSTEM

The Complete Library

OWN THE VOLUME

HR Policy Starter Kit

Founders, HR teams of one, and operations leaders at companies under fifty employees who need a defensible policy foundation before a trigger event forces one.

- ☐ 9 complete policy templates
- ☐ The federal threshold map
- ☐ Compliance checklist by headcount milestone
- ☐ Policy gap assessment tool
- ☐ Full rollout kit with acknowledgment forms

CHARTER MEMBER · 25% OFF · FIRST 14 DAYS

\$74

\$56

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BECOME A CHARTER MEMBER

After the 14-day charter window: \$74. Pairs with Vol. 04 (Workplace Investigation Operating System) and Vol. 06 (Documentation Before Delegation)

MORE THAN ONE FRAMEWORK

The framework you just used is one piece.
The volume is the whole operating system.

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PROPRIETARY FRAMEWORKS

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