

USBS FOR EMPLOYEE TRAINING MANUALS REDUCE PAPER COSTS

An Ohio dealership had a novel idea for their new employee manuals.

Instead of printing the lengthy documents and handing them to employees, they downloaded the manuals onto USB drives imprinted with the company logo.

"It is more cost effective to put it on the drive. They can look at them in their own time and at their leisure. The last five pages are forms they can print out for their employment files, too," said L. Youngs, controller at the dealership.

In the future Youngs will give a drive to new employees when they start. They aren't the only group getting the USB drives, however. Youngs gave one to existing employees even if they had the older paper forms, too.

"They were not expecting it, but they were also pleased that we were 'with the times.' Basically, it is something easier for them to use and it can be in their pocket, too," Youngs said.

With three dealerships in their group, they plan to update the manuals for each location. They will have Logotech make USB drives for those site's employees, too.

In addition to company-specific rules like vacation, sick time and jury duty pay, the employee manual covers a few of the state and local laws. The document address issues like the state's medical marijuana rules and bathroom access for transgender people.

"We go over various things that are now a part of law," which employees need to be aware of, she noted.