

Employee Handbook Policies: The Importance of Regular Updates and Training

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Overview

- Purpose of Employee Handbook
 - Expanding Potential Liability
 - Reducing Potential Liability
- Training Employees and Management about Compliance and Enforcement

Purpose of Employee Handbook

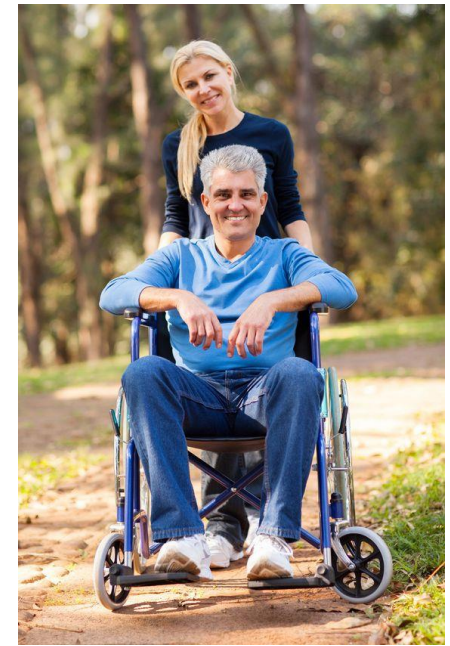


Expanding Potential Liability

- Policies that do not comply with legal updates



Veteran Status Sex
Weight AGE
Genetic Information Disability Race
Marital Status GENDER RELIGION
DISCRIMINATION
Misdemeanor Arrest Record
NATIONAL ORIGIN Height



Expanding Potential Liability

- Excluding policies REQUIRED by law



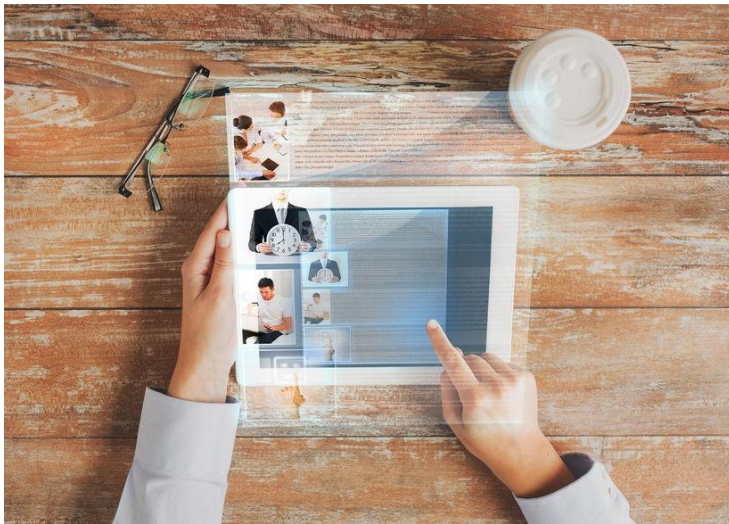
Expanding Potential Liability

- Providing benefit or right NOT REQUIRED by law
 - *Consider business decision: Do these policies create a competitive advantage in industry?*



Expanding Potential Liability

- Policies infringing on protected concerted activities of employees



Reducing Potential Liability

- Revise policies to comply with legal updates
- Include policies required by law
- Determine business strategy for including optional policies

Reducing Potential Liability

- At-will Employment
- Disclaimers
- Voluntary Resignation (no-call no show; 3 days)
- No Authority to Act on Behalf of Company

Reducing Potential Liability

- Complaint Procedure
- Prohibition Against Retaliation



Training

- Employees and Managers:
 - Employee Handbook policies and procedures
- Managers:
 - Enforcement of Employee Handbook
 - Managing Employee Performance
 - Responding to Complaints and Concerns

Thank you!

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