



Utilizing Best Practices to Manage Your Workforce

RONALD A. SOLLISH

rsollish@maddinhauser.com

The Employer/Employee Relationship

- A. At Will
- B. Oral Agreements
- C. Just Cause and Progressive Discipline
- D. Employers Are Given a Fighting Chance
- E. Reducing Wrongful Discharge Liability
- F. Current Trends in the Law Affecting Termination Practice
- G. Other Limitation on At-Will Employment

Employment Applications and Employer Due Diligence

- A. Initiation of Employer/Employee Relationship
- B. Paper, Paper, Paper
- C. Tailored Applications and Inquiries
- D. Employer Due Diligence
- E. Improper Pre-Employment Inquiries
- F. Rejecting an Applicant
- G. Retention of Documents

Effective Employer Practices

Creating Your Own Discipline Record

- A. Establish Your Own Personnel Department
- B. Educate Your Personnel Department
- C. Never Promise Fairness
- D. Adhere to Established Guidelines
- E. Establish Reasonable Policies
- F. Documentation, Documentation, Documentation
- G. The Proof is in the Writing
- H. Investigation
- I. Institution of Disciplinary Action

Employment Separations

Reducing and Employer's Exposure to Liability

- A. General Considerations
- B. Exit Interview
- C. Economic Reductions in Force (RIFs)
- D. Releases