

DRAFTING EMPLOYEE HANDBOOKS

First Run Broadcast: June 13, 2019

1:00 p.m. ET/12:00 p.m. CT/11:00 a.m. MT/10:00 a.m. PT **(60 minutes)**

Employee handbooks are often the most important document defining the relationship between an employer and its employees. It establishes workplace expectations from the use of personal smartphone, tablets and other devices on the job and for the job, and protection of trade secrets to prohibit conduct like discrimination and harassment. It defines time off and leave policies, and procedures for discipline and dismissal. If a handbook is properly planned and drafted, it provides for a stable workplace, reducing the risk of employer liability. The absence of a handbook can lead to just the opposite – a workplace with ad hoc policies and abounding risk. This program will provide you with a practical guide to drafting employee handbooks for client workplaces with the goal of limiting employer liability.

- Drafting essential elements of employee handbooks
- Ensuring handbooks are not enforceable contracts and are subject to change by employers
- Compliance with Equal Employment Opportunity laws, including the ADA, FMLA and others
- Prohibition of discrimination, harassment, and other unlawful conduct – including drugs in the workplace
- Defining workplace policies for personal smartphones, tablets, and other devices
- Time off, leave of absence, and discipline and dismissal procedures

Speaker:

Stefanee Handon is an attorney in the Washington, D.C. office of Paul Hastings, LLP, where she represents employers in all aspects of employment law, including wage and hour compliance, fair employment practices, and individual employment rights. She also counsels employers on all aspects of the employer-employee relationship, including hiring, pay, promotion, and termination. Ms. Handon received her B.A., with high distinction, from the University of Virginia and her J.D. from the University of Virginia School of Law.

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**Drafting Employee Handbooks
Teleseminar
June 13, 2019
1:00PM - 2:00PM
1.0 MCLE GENERAL CREDITS**

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Seminar Title: Drafting Employee Handbooks
Location: Teleseminar - LIVE
Credits: 1.0 MCLE General Credit
Program Minutes: 60 General

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