

2018 Employee Handbook And Personnel Policies

Winter 2018

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March 15, 2018 - Pasadena Area

Embassy Suites Hotel - Arcadia

March 22, 2018 - Orange County

Embassy Suites Anaheim Hotel - Garden Grove

Registration

8:30 am

Program

9:00 am - 4:30 pm

COURSE FACULTY

Richard J. Simmons

Attorney

Sheppard, Mullin, Richter & Hampton LLP, Los Angeles, California

The seminar will examine the **legal and practical issues** associated with handbooks and the proper manner of drafting policies that will both **implement employers' objectives and safeguard their interests**. Numerous kinds of policies will be reviewed and **more than 450 sample policies** will be provided, including policies on **termination, progressive discipline, at-will employment, vacation benefits, leaves of absence, reference requests, and performance evaluations**, among others. **This program is essential for all employers**. You will not want to miss this invaluable workshop.

The seminar features Richard J. Simmons' Fourteenth Edition of the **EMPLOYEE HANDBOOK AND PERSONNEL POLICIES MANUAL (over 770 pages)**, which is provided **free** to all registrants. It is an indispensable resource for employers in all industries.

Among the many subjects that will be discussed in the program are the following:

- **Family and Medical Care Leave Standards**
- **New Sick Leave and Vacation Policies**
- **Leave of Absence Laws and Policies**

- Violence Prevention and Workplace Security
 - Social Media and Networking Policies
 - Benefit disclaimers
 - Meal and rest period policies reflecting new standards
 - Organ and bone marrow donor leaves
 - California's Paid Family Leave Law - SB 1661 and Amendments
 - Internet and electronic communications policies
 - Drug and alcohol screening, detection, and prohibition policies
 - COBRA policies
 - Drafting time off and leave of absence policies based on 2018 changes
 - Employment discrimination issues
 - Contractual issues
 - Grievance procedures
 - Termination for cause vs. at will
 - Sexual harassment policies -- sample provided
 - Medical leave of absence policies
 - Holiday, sick, and paid time off benefits
 - Reference request policies and releases
 - Questions and answers
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- *Go To Registration*

Attorneys

Richard J. Simmons