

2016 Employee Handbook And Personnel Policies

Castle Publications, Ltd. Labor & Employment Seminars

Winter 2016

February 25 - Pasadena Area

Embassy Suites, Arcadia

March 16 - Orange County

Embassy Suites, Anaheim

COURSE FACULTY

Richard J. Simmons, *Partner*, Sheppard, Mullin, Richter & Hampton LLP

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 430 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 Simmons' **New Thirteenth Edition** of the **EMPLOYEE HANDBOOK AND PERSONNEL POLICIES MANUAL (over 740 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 IIPP Rules
- 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 2014 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 2014 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

To register please [click here](#)