## **SheppardMullin**

### → Events

### 2018 Employee Handbook And Personnel Policies

Winter 2018

2018 Employee Handbook And Personnel Policies

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 <b>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

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- 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
- Go To Registration

#### **Attorneys**

Richard J. Simmons