

## 2017 Employee Handbook and Personnel Policies

Winter 2017

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**March 2, 2017 - Pasadena Area**

Embassy Suites Hotel - Arcadia

**March 15, 2017 - Orange County**

Embassy Suites Anaheim Hotel - Garden Grove

**March 22, 2017 - Los Angeles**

Four Points Sheraton - LAX

#### 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' **NEW 2017 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 2017 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**

## Attorneys

Richard J. Simmons