

2025 Employee Handbook And Personnel Policies

Castle's Seminar Experience

In Person OR Virtual

03.25.2025 | 9:00am - 4:30pm PST

Event Sponsor: Castle Publications

In Person at the DoubleTree by Hilton Hotel, 924 West Huntington Drive, Monrovia

Or Live Broadcast

9:00am-4:30pm PST

12:00pm-7:30pm EST

COURSE FACULTY

Richard J. Simmons & Bobby Foster

Attorneys, Sheppard, Mullin, Richter, & Hampton, LLP

Castle Publications is pleased to announce that the upcoming seminar series will be presented in person as well as via a live broadcast. Attendees at Castle's programs will see and hear Attorney Richard J. Simmons, one of the nation's most highly sought-after speakers and authors on employment law. Showcasing his energetic presentation style, Mr. Simmons will present the upcoming series while featuring his invaluable Manuals as the program texts for each of the three seminars.

Each of the programs is designed to provide a meaningful examination of the **state and federal laws** in their respective areas, as well as many practical concerns. Particular attention will be devoted to areas of frequent concern to California employers and common pitfalls that have resulted in significant employer liabilities. The programs are intended to show employers **HOW TO** avoid, limit, and eliminate liabilities. Along with the extensive course materials (provided to all registrants), the programs will enable employers to understand what the laws require and how to comply.

The Employee Handbook and Personnel Policies Program will feature Richard Simmons' popular desk reference, the **Employee Handbook And Personnel Policies Manual**. It provides a unique examination of the state and federal laws that regulate personnel policies and employee handbooks. Mr. Simmons will discuss sample policies that can be of enormous value to employers in their efforts to avoid and defend **wrongful discharge, leaves of absence, discrimination, wage-hour** and other claims. Handbooks and personnel policies are viewed as legal documents. Most experts feel they are necessary. Yet, they create **contractual** and other **legal obligations**. In addition, because they are often introduced as evidence in legal disputes, it is essential that they be well drafted.

This seminar will examine the legal and practical issues associated with employee handbooks. It will discuss

the proper approach to drafting policies that will **implement employers' objectives while safeguarding their interests**. The program text includes **more than 460 sample policies**, including policies on **termination, progressive discipline, at-will employment, teleworking, cell phones, vacation benefits, sick pay, leaves of absence, social media, reference requests, and performance evaluations**, among others.

You will not want to miss this invaluable workshop. The **EMPLOYEE HANDBOOK AND PERSONEL POLICIES MANUAL (over 810 pages)** is an indispensable resource that has received national acclaim and is valuable for employers in all industries.

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

- **The Essential Policies**
- **Family and Medical Leaves**
- **New Bereavement Leave Policies**
- **Benefit disclaimers**
- **California's Paid Family Leave Law**
- **Progressive and corrective discipline policies**
- **The role and use of at-will statements**
- **Meal and rest period policies reflecting new standards**
- **Drafting time off and leave of absence policies based on changes**
- **Organ and bone marrow donor leaves**
- **Desk and locker inspection policies**
- **Workplace security and violence prevention**
- **Laws regulating employee handbooks and personnel policies**
- **New sick leave and vacation policies**
- **Advantages and disadvantages of handbooks**
- **Sanitizing policies of harmful statements**
- **Electronic communications policies**
- **COBRA policies**
- **Contract issues and disclaimers**
- **Right to revise and modify policies**
- **Probationary, introductory and orientation periods**
- **Format and style**
- **Grievance procedures**
- **Multi-state employers**
- **Drug and alcohol screening, detection, and prohibition policies**
- **Termination for cause vs. at will**
- **New Pay Scales & Equal Pay Policies**

- Social media policies
- Over 20 kinds of protected time off
- Policies prohibiting sexual harassment, retaliation and other types of unlawful harassment
- Changes to existing policies - if, when, and how you can implement changes
- Wage and hour and employment discrimination issues
- Arbitration Provisions
- Medical leave of absence policies - pregnancy, work-related, and non-occupational disability leaves
- Employee classifications - full-time, part-time, temporary, per-diem and others
- Independent contractors
- Cell phone and expense reimbursements
- Employee benefit requirements, descriptions, and guidelines
- Holiday and paid time off benefits
- Severance pay in lieu of notice
- Voicemail and computer access policies
- Payroll and compensation policies - compensatory time off policies
- Standards of conduct
- State-of-mind disciplinary offenses
- Acknowledgement of receipt forms
- Reference request policies and releases
- Conflict of interest and confidentiality policies
- Questions and answers

MCLE Credit

This activity has been approved for MCLE credit in the amount of 6 hours by the State Bar of California. Sheppard Mullin Richter & Hampton LLP certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

HRCI Credit

The HR Certification Institute has pre-approved this activity for 6 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ certifications.

SHRM Credit

This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM .

- ***Go To Registration***

Attorneys

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Practice Areas

Labor and Employment