

### 2011 Employee Handbook And Personnel Policies - San Francisco, Pasadena, Orange County and Los Angeles

**Winter 2011: February 9, February 25, March 8 and March 10**

February 9, 2011  
San Francisco  
Clarion Hotel - Airport

February 25, 2011  
Pasadena Area  
Embassy Suites  
Arcadia

March 8, 2011  
Orange County  
Crowne Plaza  
Garden Grove

March 10, 2011  
Los Angeles  
Sheraton Four  
Points - Airport

#### **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 400 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 Eleventh 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
- Violence Prevention and Workplace Security IIPP Rules
- Benefit disclaimers
- Meal and rest period policies
- SB 1661 and other new legislation
- Internet and electronic communications policies
- Drug and alcohol screening, detection, and prohibition policies
- COBRA and HIPAA update
- New vacation policies
- New Health Insurance Portability Rules
- 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, <http://castlepublications.com/sem1.htm>

## Attorneys

Richard J. Simmons

## Practice Areas

Labor and Employment