

## 2013 Employee Handbook and Personnel Policies - Pasadena Area and Orange County

**February 28, March 12**

Winter 2013  
February 28, 2013  
Pasadena Area  
Embassy Suites Arcadia

March 12, 2013  
Orange County  
Crowne Plaza  
Garden Grove

### **COURSE FACULTY**

**Richard J. Simmons  
& Kate Visosky, Attorneys  
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 Twelfth Edition of the **EMPLOYEE HANDBOOK AND PERSONNEL POLICIES MANUAL** (730 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
- Leave of Absence Laws
- Violence Prevention and Workplace Security IIPP Rules
- Social Media and Networking Policies
- Benefit disclaimers
- Meal and rest period policies

- Organ and bone marrow donor leaves
- 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 here: <http://www.castlepublications.com/sem-reg.htm>