

## HANDBOOKS AND PERSONNEL POLICIES

All employers should have a well drafted handbook. Handbooks and personnel policies communicate core information to employees and, when designed and used properly, can serve as an organization's best defense in employment law disputes. Handbooks and personnel policies are viewed as legal documents and are often introduced as evidence in employment related disputes.

A good employee handbook can avert many problems. Sheppard Mullin is well known for its Labor and Employment practice and, in particular, for the preventative advice it provides to employers. Our attorneys regularly draft, audit and update employee handbooks, as well as advise clients on employment related documents and policies and procedures that reinforce a company's expectations and guidelines.

Sheppard Mullin can assist with the drafting and the review of all employment policies, including those addressing:

- Non-discrimination and harassment
- Leaves of absence
- Compensation and benefit issues
- Conflicts of interest and proprietary information
- Performance review policies and procedures
- Grievances and disciplinary issues
- Drug and alcohol policies and procedures
- Privacy and electronic and computer usage guidelines
- Benefit disclaimers
- Progressive and corrective discipline policies
- "At will" statements
- Drug and alcohol screening, detection and prohibition policies
- Desk and locker inspection policies
- Workplace security and violence prevention rules
- Vacation, sick leave and paid time off ("PTO") policies
- Right to revise and modify policies
- Payroll and compensation policies
- Meal and rest period policies
- Standards of conduct

Employment law becomes more challenging and complicated every year. Sheppard Mullin constantly monitors new developments in employment law and continually informs clients on employment law developments to ensure that handbooks and manuals stay current.