

## 2016 Employee Handbook and Personnel Policies

### Castle Publications, Ltd. Labor & Employment Seminars

Summer 2016

#### August 18 - Pasadena Area

Embassy Suites, Arcadia

#### September 13 - Orange County

Embassy Suites Anaheim, Garden Grove

#### COURSE FACULTY

**Richard J. Simmons**, *Partner*, Sheppard, Mullin, Richter & Hampton LLP

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 430 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 Thirteenth 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
- New Sick Leave and Vacation Policies
- Leave of Absence Laws and Policies
- Violence Prevention and Workplace Security IIPP Rules
- 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 2014 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

**[CLICK HERE TO REGISTER](#)**

## Attorneys

Richard J. Simmons

## Practice Areas

Handbooks and Personnel Policies

Labor and Employment