

## 2014 Employee Handbook and Personnel Policies

### Winter 2014: March 6 and 12

March 6, 2014  
Pasadena Area  
Embassy Suites  
Arcadia

March 12, 2014  
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 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 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
- 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 2014 Amendments
- Internet and electronic communications policies

- Drug and alcohol screening, detection, and prohibition policies
- COBRA policies
- New vacation 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

To register please click here: <http://www.castlepublications.com/sem-reg.htm>

## Attorneys

Richard J. Simmons

## Practice Areas

Labor and Employment