

### 2008 Employee Handbook and Personnel Policies Series - Los Angeles, Orange County, San Francisco and Pasadena

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 Tenth 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.

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#### Attorneys

Richard J. Simmons

#### Practice Areas

Labor and Employment