



Business Best Practices: Building an Employee Handbook

7/28/2022

TODAY'S AGENDA

Moderator



Ron Samson

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Guest Speaker



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People



1. Benefits Of Having A Company Handbook
2. What To Include In Your Handbook
3. Multi-State Compliance
4. Key Trends & Important Items
5. Q&A

Why Do We Need a Handbook?

- Educates
- Demonstrates compliance at the federal state and local level
- Promotes fairness and consistency
- Supports policy enforcement
- 1st line of defense against litigation
- Helps employers to be proactive & not reactive

What Must Be Included?

- Applicable laws and mandates that require written policies
- Statements that the company complies with all applicable laws
- State and Local legislations

Policies that Must Be Included

At-will statements

Discrimination,
Harassment and
Retaliation

Wage & Hour

Paid Sick Leave/Paid
Time Off and Legally
Required Leaves

Policies NOT to include

Aspirational policies

Job descriptions

Contractual or legal agreements

Policies that limit the company's discretion

Language Do's and Don'ts

Do

- Use non-defining words like:
 - Generally
 - Time to time
 - As needed
- Use detailed words when describing circumstance or severity

Don't

- Use the word probation when describing new-hire post training period
- Discourage workers discussing wage amongst each other (NLRA)
- Detail step-by-step disciplinary action

Compliance Provisions

Equal Employment Opportunity (EEO) statement

FMLA / ADA / LOA policies

Background check policy

OSHA Safety & Health Requirements

OSHA Health & Safety

Smoking policy

Drugs & Alcohol
policy

Office closures
policy- paid or
unpaid

Accident/incident
reporting policy

Importance of a Discipline Policy

- 1 Provides legal protection
- 2 Gives structure
- 3 Reassures
- 4 Anticipates disciplinary problems
- 5 Protects employees
- 6 Gives an opportunity to improve

Discipline and the Law

EEO laws

Confidentiality

Consistency and fairness

Retaliation

Wrongful discharge

Multi-State Compliance

Federal Law vs State Laws

Single Handbook vs Separate Handbooks for Each State

Remote Work

Key Trends and Important Items

- COVID policies
- Work From Home Policy
- Social Media Policy
- Company Equipment Monitoring (if applicable)
- Whistleblower/Retaliation Policy
- General Standards Of Conduct

Employee Acknowledgement: What & Why?

What should an employee acknowledgement say and why do you need one?

What?

- States employees have read AND understood all policies
- Inclusion that policies are subject to amendment
- Can be physically signed or E-signed, need to be stored in personnel files- electronic or physical

Why?

- Minimize risk against employee discretion
- Properly hold employees accountable
- Act as a receipt of employment agreement

Updates to your handbook

How often should you update your handbook?

Best practices for updating your handbook?

Why should you review your handbook?

Q & A

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Thank you for attending our
**Business Best Practices:
Building an Employee Handbook** webinar!

Be on the lookout for the on-demand version of this webinar at
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