



Reimagining Your Employee Handbook Has the Time Finally Come?

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Introduction



Employee Handbook

- Is it required by law?
- What are the advantages?
- What are the disadvantages?



Purpose and Goals of Your Handbook

- Establish code of conduct and work rules
- Notice to employees of expectations to minimize wrongful termination and discrimination lawsuits
- Ensure compliance with all applicable laws



Template vs. Customized

- Must reflect your corporate culture
- Must not “bite off more than you can chew”
- Must be written in plain English (and other languages as necessary)



Key Points of Consideration

- At-will vs. just cause vs. probationary period
- Grievance and arbitration
- Social media and off-duty misconduct
- Duty to cooperate in company investigations
- EEO policy: does one size fit all?
- Harassment reporting and investigation process



Key Points of Consideration

- Non-discriminatory harassment aka “bullying”
- Statement on unions
- Solicitation and distribution rule
- e-cigarettes and medical marijuana
- Protecting trade secrets and non-competes
- LOAs – how long is long enough?
- Employee review of personnel file



Key Points of Consideration

- Whistleblower policy
- Final paycheck
- Do you have employees sign off to prove they got it?
- Right to change, alter and eliminate policies



Being Proactive

- Management and employee training
- Employment law audit
- Game plan to ensure multi-jurisdictional compliance: one global set of policies vs. customized to each local operation



Conclusion and Wrap-up

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