



PROGRAM MATERIALS

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The Modern Employee Handbook: The Policies You Might Not Know You Need

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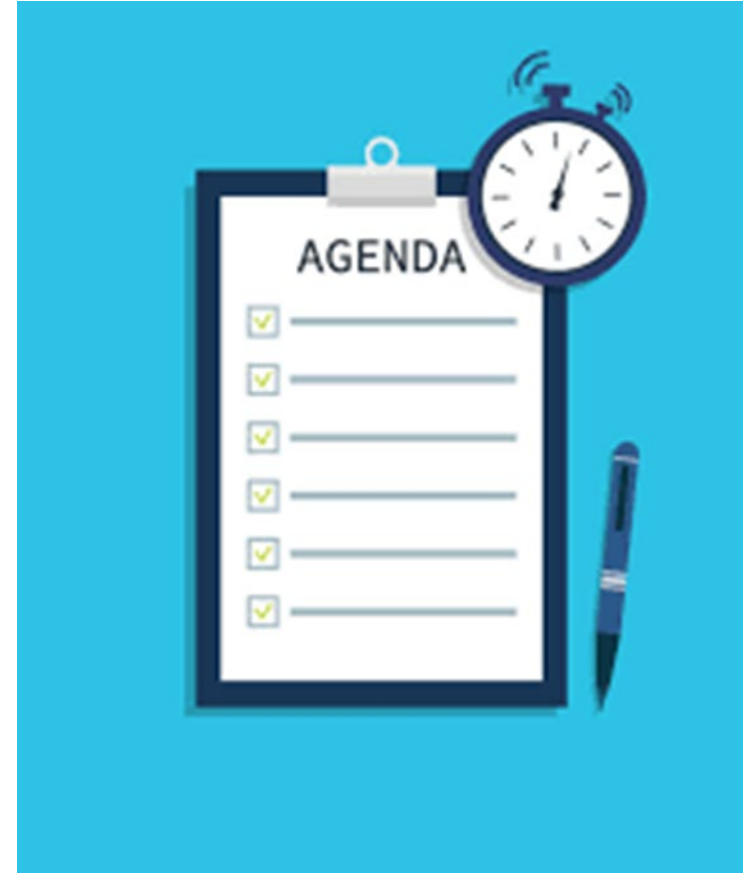
The Modern Employee Handbook

Lindsay Dischley, Esq. and Melissa Salimbene, Esq.

May 22, 2023

Agenda

- Legal updates to employee handbooks that you might not realize you need
- Ways to ensure awareness of, and maximize compliance with, company policies
- Benefits of employee handbooks



Legal Updates - Post Covid Policies

- Remote Work and Telecommuting
- Security and Privacy Issues
- Confidential Information
- Clean Desk Policies
- Shredding
- Passwords
- Videoconference/messaging platforms
- Social Media

Legal Updates - Post Covid Policies

- Remote/Hybrid
 - Parameters around eligibility
 - It is a privilege, not a right
 - Office hours, attendance and availability expectations
 - If hybrid, what is required and how is that monitored
 - Timekeeping requirements
 - Security requirements
 - Office supplies and equipment



Legal Updates - Post Covid Policies

- Flexible hours

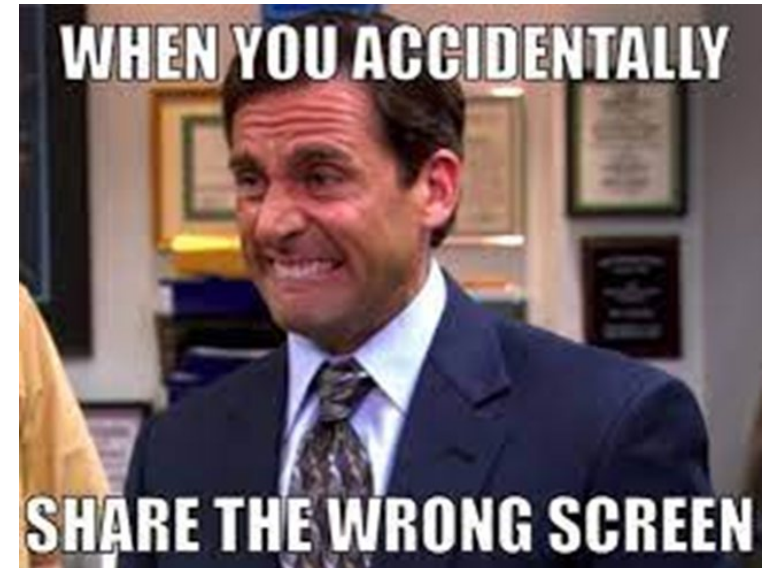


Legal Updates - Post Covid Policies

- Security and Privacy Issues
 - Antivirus programs and secure WiFi networks
 - Clean desk policy
 - Secure confidential information
 - Use privacy mode
 - Secure passwords, keys and access cards used to access sensitive information
 - Require shredding of confidential information

Legal Updates - Post Covid Policies

- Have rules in place regarding videoconferencing and messaging platforms
 - Blurred backgrounds
 - Being in a quite or private space
 - Requiring headphones
 - Make sure employees are careful when they share screen
 - Make sure employees are aware that chat/comments are recoverable
 - Require passwords



Legal Updates - Post Covid Policies

- Dress code, grooming and appearance policies
 - Consider a relaxed, casual or “dress for your day” personal appearance policy
 - Review your grooming or appearance policies to ensure they do not lead to legal claims regarding discrimination
 - Consider covering hygiene and odors in your policy



Going to work when I first started my job vs now



Legal Updates - Post Covid Policies

- Communicable Disease Policies
- Unlimited PTO
- State Supplements



Legal Updates – DEI

- DEI Policy/Plan
- Parental Leave/Medical Leave Policies
 - Maternity/Paternity vs. Primary and Secondary Caregiver
 - Birth only policies that do not include adoption, surrogacy, foster
 - Medical leave limited to mothers giving birth and not other employees with serious medical conditions
- Equal Pay Policy
 - Stand alone policy committing to equal pay
- Holidays Policy

Legal Updates - Drug Policies and Drug Testing

- Prohibition of drugs/alcohol in the workplace
- Drug Testing
- Medical Marijuana

Additional Considerations

- Consensual relationships
- Corporate responsibility
- Wellness



Best Practices

EMPLOYEE RELATIONS

The Company believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers of similar size in this area and in this industry. If an employee has concerns about work conditions and/or compensation, he/she is strongly encouraged to voice these concerns openly and directly to HR. The Company believes that, when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Company amply demonstrates its commitment to employees by responding effectively to employee concerns.

- OR -

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Legal Updates – Best Practices

- Gender Neutral
- More than one contact person
- Position/Titles
- Generic Email Addresses
- Review Annually
- State Supplements



Ways to Ensure Awareness and Compliance

- Make available electronically
- Include hyperlinks
- Provide fillable forms
- Separate policies
- Require acknowledgements of policies
- Provide training
- Review your policies annually



Benefits of Handbooks

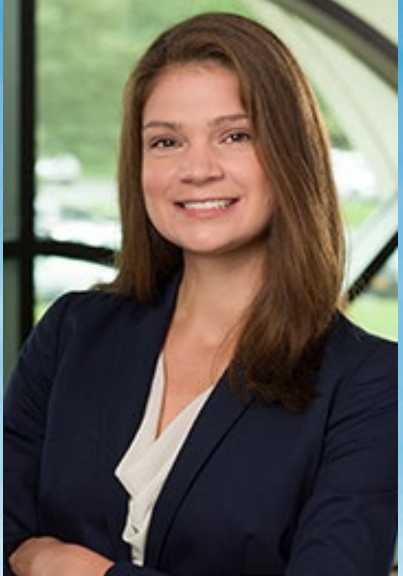
- Legal protection
- Employee morale
- Set parameters for employee conduct
- Resource for employee information





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Thank You!