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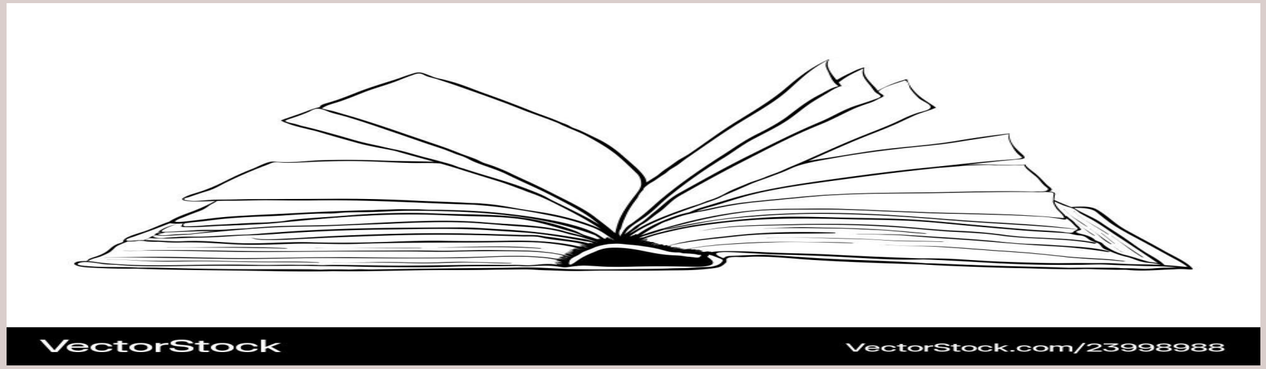
Use Your Employee Handbook to Protect Your Business

...And Learn Handbook Practices that will Reduce Expensive Legal Issues.



Presented by
Marti Ham Fuller, Esq.
San Gabriel Valley Law

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Did You Know?

- ➔ **Businesses in California are 40% more likely to be involved in an employee lawsuit than the national average.**
- ➔ **In California, over 50% of civil lawsuits involve a small business.**
- ➔ **Forbes: 90% of all businesses will be involved in a lawsuit at some point during the life of the company.**

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Protecting California Small Businesses from Employee Problems is What We Do.

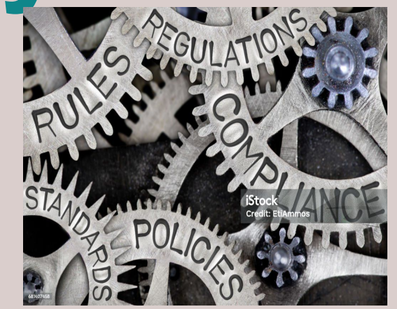
- **Pasadena-based fully remote team founded by Owner, Valerie Gonzalez Costanza.**
- **Uniquely qualified attorneys with extensive experience in BOTH Employer Defense and Human Resources.**
- **HR Department + In House Attorney.**
- **From Hire to Fire & everything in between!**
- **Exclusively serving CA small business owners.**
- **Proactively defending the lawsuit BEFORE it happens because Employee Problems Are Legal Problems.**

BEGIN YOUR DEFENSE BEFORE THE LAWSUIT EVEN HAPPENS

Agenda

- **<u>WHY?</u>** **You'll learn 8 important reasons you need a California specific Employee Handbook AND 3 important business pointers about Handbooks.**
- **<u>WHAT?</u>** **You'll learn 10 of the most important policies to include and how they protect you.**
- **<u>WHEN?</u>** **If not now, definitely by 2025!**
- **<u>HOW?</u>** **3 things to do now to protect your business.**

8 Reasons WhyYou Need An Employee Handbook



1. **<u>Legal Compliance</u>.** In a complex and ever-changing employment law environment, a well-crafted EHB is written documentation that your company follows the laws & can defend itself.

2. **<u>Protection from Legal Claims</u>.** Your EHB proves that Employees were advised of their rights and obligations and outlines your commitments to consistent employee treatment.

3. **<u>Clear Communication of Company Expectations</u>.** Your EHB reduces misunderstandings and lets Employees know what is expected of them.

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8 Reasons Why You Need An Employee Handbook

4. <u>Use as a Training & Onboarding Tool</u>. Your EHB helps new employees learn how to help themselves.

5. <u>Verification of Commitment to California Employee Rights.</u> Your EHB verifies that you know of specific California rights and educate your employees about them.

6. <u>Employee Accountability</u>. Your EHB gives employees information about your policies and expectations that can result in disciplinary action if not fulfilled. *The Employee Acknowledgement is important!

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8 Reasons Why You Need An Employee Handbook

7. **<u>Encourage a Positive Work Environment.</u>** Your EHB defines norms and values that can foster an environment of respect and understanding.

8. **<u>Legal Protection for Employers</u>.** Your EHB can help you proactively address any critical workplace issues such as Harassment, Discrimination and Workplace Safety & Health. Policies such as these should include information on how to report concerns.

3 IMPORTANT REMINDERS

1. **A Handbook is NOT a contract.**

2. **A Handbook, and anything that is signed by an employee, should be created or reviewed by employment counsel.**

3. **Employment counsel understands how to counsel about and craft policies that defeat lawsuits.**

10 Recommended &/Or Required Policies

1. At Will Employment
2. Anti-Discrimination and Anti-Harassment, including reporting mechanisms
3. California Family Rights Act (5 or more)
4. Paid Sick Leave
5. Workplace Safety and Injury/Illness Prevention

10 Recommended &/Or Required Policies

6. Employee Classification

7. Compensation & Hours of Work

8. Social Media & Electronic Communications

9. Drug & Alcohol

10. Disciplinary Procedures

3 STEPS TO TAKE NOW

1. **Review your current Handbook.**
    a. How old is it?
    b. Does it have the policies mentioned in this webinar?
    c. Was it prepared or reviewed by legal counsel?

2. **Assess whether it reflects your current business needs.**
    a. Has your business changed since the Handbook was prepared?
    b. Have you hired or fired employees?
    c. Have you had HR related issues that were not addressed in your Handbook?
    d. Do you get a lot of HR questions from your employees about your policies or about things that should be in your Handbook?
    e. Do you have any questions about what certain policies mean?

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PROTECT YOUR BUSINESS

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Make an appointment with a California Employment Attorney

CONTACT US

PHONE: 818-949-8029
HELLO@SANGABRIELVALLEYLAW.COM
WWW.SANGABRIELVALLEYLAW.COM