

Employment Handbooks & Policies

A well-crafted employee handbook that fully informs employees about a company's key policies is a foundational element of a legally compliant workplace. In addition to serving as an essential risk management tool, a handbook can foster a positive and more productive workplace culture by providing a clear framework of management's rules, rights, benefits and expectations for employees. Greenbaum's employment team works collaboratively with our clients to develop this critical operational document tailored to the employer's specific business needs and goals, as well as meeting all state and federal legal requirements to ensure compliance.

A comprehensive employee handbook should address a broad range of workplace issues. These include policies related to discrimination, harassment, and retaliation; family and medical leave policies; workers classification; wage and hour rules including overtime, sick leave and other leaves of absence; confidentiality and social media policies; rules on dress code, attendance, remote work, and code of conduct; and disclaimers to protect the "at-will" employment status.

Once the employee handbook has been distributed and its receipt acknowledged by all employees, it remains vital for employers to periodically review and update its content to ensure ongoing compliance with evolving employment laws. Our team assists clients in auditing existing handbooks and policies to identify any revisions needed to remain current, legally defensible, and are consistent with other employment-related documents, including employment contracts and restrictive covenants. In addition, we provide guidance related to all state and federal notice posting requirements in the workplace.

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