

**Practical Considerations for Drafting
and Updating Employee Handbooks**

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- I. Should You Have An Employee Handbook?
 - A. Benefits of a well-drafted handbook
- II. Employment-At-Will Doctrine
- III. Handbook Introduction
- IV. Workplace Policies and Procedures
 - A. EEO/Non-Discrimination Policy
 1. Anti-Harassment Policy
 - B. Whistleblower Policy
 - C. Employee Assistance Program
 - D. Personnel Records
 - E. Introductory Period
- V. Compensation Policies
 - A. Employment Classifications
 - B. Hours of Work/Operation
 - C. Time Records
 - D. Overtime
 - E. Pay Procedures
- VI. Time Off and Benefits
 - A. Holidays
 - B. Vacation/PTO Leave Policy
 - C. Sick Leave
 - D. Funeral/Bereavement Leave
 - E. Voting Leave
 - F. Jury Leave

- G. Military Leave
 - H. Family and Medical Leave Act (FMLA)
 - I. State/Local Leave Laws
 - J. Benefits
- VII. Company Property
- VIII. Employee Conduct
- A. Prohibited Conduct/Discipline
 - B. National Labor Relations Act Issues
 - C. Social Media Policy
- IX. Other Policies
- X. Acknowledgement
- XI. Conclusion