

# Updating & Dissecting Employee Handbooks

*Preventing and flagging handbook issues in the post-pandemic workplace*

An employee handbook should be an accessible resource that benefits both employers and employees. Employee handbooks promote the mission and values of an organization while also setting forth critical policies and practices. Additionally, a well-drafted employee handbook encourages consistency amongst management, can be used to orient new employees, and provides guidance for human resources issues. It is critical, however, that employers regularly review their employee handbooks to ensure they are updated to reflect the needs of their business and remain in compliance with state and federal employment laws. This new webcast program focuses on how employers can maintain lawfully compliant handbooks that are useful tools for management and staff, but do not create avoidable problems.

## Agenda

- **Overview of Legally Required Written Policies**
- **Contents of a Strong Handbook**
- **Thinking Strategically About What Should Be Included in a Handbook**
  - What type of company are you and what are your values/principles?
  - Policies that can be helpful, but can get an employer into trouble: Disciplinary and investigation policies; Review process; PTO policies and end of employment
  - Common mistakes
- **How to Address Remote Work Policies**
  - Keeping track of time and activities, and wage and hour issues
- **Massachusetts Paid Family and Medical Leave Policy Updates**
- **Workplace Mask or Vaccination Mandate Policies**
- **Training**

## Speakers



**SARAH-ELIZABETH H. CLOUTIER** is an associate at Kotin, Crabtree & Strong LLP in Boston with the Employment Law and Litigation groups. She represents both employers and employees in a wide variety of matters. With respect to employers, her practice includes counseling on employment policies, practices and decision-making, as well as assisting with workplace investigations. Sarah also represents employers in employment discrimination matters both before state and federal administrative agencies and in state and federal court. For individuals, Sarah's practice involves counseling on employment issues arising in the workplace, pursuing and/or defending employment-related claims in administrative and judicial proceedings, and negotiating employment-related agreements. Sarah's practice not only involves appearing before administrative agencies and courts on behalf of her clients, but she also has significant experience negotiating and mediating claims.



**SHANE R. GOODRICH** of Morgan, Brown & Joy in Boston represents employers in a variety of labor and employment litigation, including claims of discrimination, retaliation, harassment, wage and hour violations, wrongful terminations and contract disputes. Shane also counsels employers on a variety of workplace matters, including the preparation of employee handbooks and policies, personnel issues, and compliance with federal and state laws. In addition to his employment law practice, Shane has extensive experience as a commercial litigator in cases concerning real estate, municipal law, and insurance, among others.



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## Dates & Location

### LIVE WEBCAST

Tuesday, September 14, 2021  
12:00 noon–1:00 pm

Register at [www.mcle.org](http://www.mcle.org)  
Program Number: 2220168WBC

### REBROADCAST

Wednesday, September 29, 2021  
10:00 am–11:00 am

Register at [www.mcle.org](http://www.mcle.org)  
Program Number: 2220168RBC

### REBROADCAST

Thursday, October 7, 2021  
4:00 pm–5:00 pm

Register at [www.mcle.org](http://www.mcle.org)  
Program Number: 2220168RB1

### ON DEMAND WEBCAST

View after Thursday, October 7, 2021

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## Materials

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## CLE Credits

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