

# Model Employee Policies Workshop

## October 19, 2022

Presented by:

**BOSE  
McKINNEY  
& EVANS LLP**

ATTORNEYS AT LAW

8:30 a.m.	<b>Registration and Continental Breakfast</b>		
9:00 a.m.	<b>Welcome and Introductory Remarks</b>		<ul style="list-style-type: none"><li>• Military Leave and Indiana Family Military Leave</li><li>• Medical Leave of Absence/Dual Employment</li><li>• Inactive Status/Job Abandonment</li><li>• Bereavement Leave</li></ul>
	<b>Pros and Cons of Employee Handbooks</b> <ul style="list-style-type: none"><li>• Discussion of Legal Considerations</li><li>• Discussion of Practical Considerations</li><li>• Possible Subjects to Consider</li></ul>	11:30 a.m.	<b>Technology, Complaint Procedures and Company Integrity Policies</b> <ul style="list-style-type: none"><li>• Internet Usage and E-mail</li><li>• Cell Phone Usage/Texting</li><li>• Recording Devices</li><li>• Bring Your Own Device</li><li>• Social Media</li><li>• Workplace Monitoring</li><li>• Telecommuting</li><li>• Complaint Procedures (including Hotline Policy)</li><li>• Arbitration and Jury Waiver</li><li>• Confidentiality of Company Information</li><li>• Business Ethics and Conduct</li></ul>
9:15 a.m.	<b>Basic Employment Policies</b> <ul style="list-style-type: none"><li>• Employment Status</li><li>• Hours of Work and Overtime</li><li>• Improper Deductions from Salary</li><li>• Orientation Period</li><li>• Background Checks</li><li>• Job Duties and Responsibilities</li><li>• General Rules and Regulations</li></ul>		
10:00 a.m.	<b>Break</b>		
10:15 a.m.	<b>Basic Employment Policies (cont.)</b> <ul style="list-style-type: none"><li>• Union-Free Policy</li><li>• No Solicitation/Distribution and Access Policies</li><li>• Visitors in the Workplace</li><li>• Outside/Competing Employment</li><li>• Employment of Relatives</li><li>• Employee Apparel</li></ul>	12:15 p.m.	<b>Lunch (provided)</b>
		1:15 p.m.	<b>Non-Discrimination/Conduct Policies</b> <ul style="list-style-type: none"><li>• Equal Employment Opportunity</li><li>• Sexual Orientation and Gender Identity Inclusion</li><li>• Sexual Harassment</li><li>• Harassment Based on Race, Color, Religion, Gender, National Origin, Age or Disability, etc.</li><li>• ADA Accommodation</li><li>• Religious Accommodations</li><li>• Non-Fraternization</li><li>• Consensual Relationship Agreements ("Love Contracts")</li><li>• Personal Conduct</li></ul>
10:45 a.m.	<b>Attendance and Time Away from Work Policies</b> <ul style="list-style-type: none"><li>• No-Fault Attendance</li><li>• No Call/No Show</li><li>• Vacation, Personal Days, Sick Days, and PTO</li><li>• PTO Donation</li><li>• Medical and Personal Leaves of Absence</li><li>• FMLA</li></ul>		

- 2:15 p.m.      **Compensation and Benefits Policies**
- Timekeeping Requirements
  - Meals and Rest Periods
  - Timekeeping Abuse
  - Work Outside of Standard Hours
  - Nursing Mothers
- 2:45 p.m.      **Break**
- 3:00 p.m.      **Compensation and Benefits Policies (cont.)**
- Payday
  - Payroll Advances
  - Health Insurance
  - Short Term Disability, Long Term Disability, and 401(k) Plans
  - Worker's Compensation
  - COBRA
  - Bring-Your-Baby-to-Work
  - Compensation Reviews and Performance Appraisals
  - Continuing Education
- 3:30 p.m.      **Safety and Health and Miscellaneous Policies**
- Light Duty
  - Smoking
  - Firearms
  - Workplace Violence
  - Domestic Violence
  - Substance Abuse
  - Drug-Free Workplace
  - Duty to Report
  - Termination of Employment and Exit Interviews
  - Personnel Records
  - Reference Requests
  - Acknowledgement of Receipt of Handbook
- 4:15 p.m.      **How to Draft, Implement and Update the Handbook**
- 4:30 p.m.      **Adjourn**