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Writing an Employee Handbook

December 18, 2007 (Rescheduled from November 13, 2007)

Time: 1:00 pm ET (12:00 pm CT, 11:00 am MT, 10:00 am PT)

Length: 1 hour 30 minutes

Live Teleconference: \$199.00 Live Teleconference and CD recording \$255.00

Benefits

Are you overwhelmed with the task of revising your existing employee handbook or of preparing a new employee handbook? Are you unclear about what types of employment policies are required by federal law? Stop worrying and attend this teleconference. You will learn which policies are required by law and what employment laws apply to employee handbooks. Take the first step to creating your employee handbook - register for this teleconference today.

Agenda

- I. Overview
 - A. Teleconference Overview
 - B. Why Do I Care About an Employee Handbook?
 - C. Proactive vs. Reactive
- II. The At-Will Employment Relationship
 - A. General At-Will Rule
 - B. What Are the Exceptions to the General At-Will Rule?
- III. The Guts of an Employee Handbook
 - A. Mission Statement
 - B. Employee Relations Philosophy
 - C. Modification of Policies
 - D. Compliance With Governmental Laws and Regulations
 - E. Employment at Will
 - F. Equal Employment Opportunity
 - G. Reasonable Accommodation
 - H. Anti-Harassment
 - I. Performance Reviews
 - J. Pay Raises
 - K. Personnel and Medical Files
 - L. Keeping Information up to Date
 - M. Separation From Employment
 - N. Probationary Status
 - O. Categories of Employment
 - P. Ethics
 - Q. Definition of Workweek and Workday
 - R. Attendance and Punctuality
 - S. Leaves of Absence
 - T. Inclement Weather
 - U. Payday

- V. Payroll Advances
- W. Code of Conduct
- X. Violence in the Workplace
- Y. Employee Benefits
- Z. Safety
 - 1. Company Policies and Procedures
 - 2. Smoking in the Workplace
 - 3. Drug and Alcohol Use
 - 4. Personal Telephone Calls
 - 5. Dress Code
 - 6. Religious Accommodation
 - 7. Outside Employment
 - 8. Business Opportunities
 - 9. Parking
 - 10. Solicitation and Distribution of Materials
 - 11. Protecting Company Information
 - 12. Disciplinary Action
 - 13. Electronic Communications
 - 14. Tape Recording
 - 15. Employment Verification
 - 16. Wrap-Up, and Questions and Answers

These Materials are Designed For

Human resource professionals, business owners and managers, payroll professionals, office managers, controllers, accountants and attorneys

Faculty

Michael J. Sciotti, Hancock & Estabrook, LLP

Michael J. Sciotti is an attorney with the law firm of Hancock & Estabrook, LLP. He is a graduate of the Rochester Institute of Technology (B.S. degree) and the Syracuse University College of Law (J.D. and LL.M. degrees). Mr. Sciotti is a partner with the firm and is the chair of the firm's Labor and Employment Law Practice Group. In addition, he serves as a member of the firm's Intellectual Property and Healthcare Practice Groups. His practice work includes jury trials, investigations, labor audits, supervisory and employee training, claims under the Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Americans with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, Employee Retirement Income Security Act, New York State Human Rights Law, New York State Workers' Compensation Law, New York State Labor Law, employment agreement disputes, trade secret and copyright litigation, and pharmaceutical price dispute litigation. Mr. Sciotti is a member of the American Bar Association, the New York State Bar Association, the Onondaga County Bar Association, the Northern District of New York Federal Bar Association, the New York State Academy of Trial Lawyers, the Society for Human Resource Management and the Defense Research Institute. He has spoken at numerous seminars on a wide variety of labor and employment topics, and is a mediator, arbitrator and early neutral evaluator for the U.S. District Court for the Northern District of New York. Mr. Sciotti has authored many articles in the labor and employment area, including "New Regulations on Disposal of Consumer Report Information" (New York State Bar Association); "What is USERRA?" (Society for Human Resource Management); "Who is an Employee Under Federal Discrimination

Laws?" (New York State Bar Association); "Sexual Harassment: To What Extent Need the Conduct Be Sexual in Nature" (New York State Bar Association); "The New York State Flag Discrimination Statute" (New York State Bar Association); "Sarbanes-Oxley Act of 2002 - Whistleblower Protections" (New York State Bar Association); "Damages Under the Family and Medical Leave Act" (Defense Research Institute); "Gender Discrimination: A Heightened Standard for Male Plaintiffs?" (Defense Research Institute); and the 2001-2002 Employment Law Survey for the Syracuse Law Review. Mr. Sciotti is admitted to practice law in New York State and Washington, D.C. He is also a member of the bar of the U.S. Supreme Court; U.S. Court of Appeals for the 2nd Circuit; U.S. District Courts for the Northern, Southern, Eastern and Western Districts of New York; and was formerly general counsel to A.W.I. Environmental Services, Inc. Mr. Sciotti can be reached at 315-425-3502 and MSciotti@Hancocklaw.com.

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