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HOW TO DRAFT AN EFFECTIVE EMPLOYEE HANDBOOK

Presented by:

MARIA GRECO DANAHER, ESQ.

ADVANTAGES OF A HANDBOOK



- **Provides company history and/or philosophy**
- **Lists company's expectations for employees**
- **Creates opportunity to mitigate legal risks**
- **Allows employees to understand the ramifications of actions**

BASIC HANDBOOK PROVISIONS



- **EEO and anti-discrimination**
- **Electronic communication**
- **Cell/camera usage**
- **Actions triggering discipline**
- **Drug and alcohol**
- **Allowable leave**
- **Limitations on confidentiality**

POLICIES PROVIDE PROTECTION



- **Business statement/code of ethics**
- **Anti-discrimination policies**
- **Performance expectations**
- **Attendance/tardiness policies**
- **Allowable leaves of absence**
- **Workplace violence**
- **Pay issues**

COMMON HANDBOOK ERRORS



- **Using “form” handbooks**
- **Creating inconsistency with other company documents**
- **Failing to update the handbook**
- **Including too many details**
- **Imposing unrealistic expectations**

QUESTIONS?



MARIA GRECO DANAHER, ESQ.

Ogletree Deakins

One PPG Place, Suite 1900

Pittsburgh, PA 15222

412-394-3390

maria.danaher@ogletreedeakins.com

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