



Margie Faulk, PHR, SHRM-CP
HR Compliance Officer, HR Compliance Solutions, LLC
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The Employee Handbook; One of the four documents reviewed by Lawyers in EmployerLitigation.

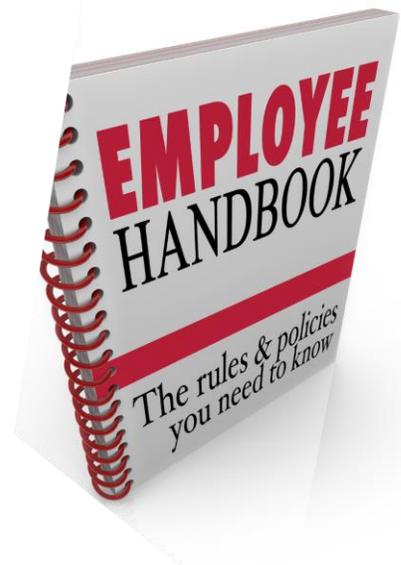
Changes in Regulations Go Hand in Hand with Changes to Employee Handbooks and Stand-Alone Policies!

Employee handbooks have been a tool for Employers from small to large companies for several years. Many companies, elect to have employee handbooks and utilize employee handbook templates that are provided on-line which we call “cookie-cutter handbook” since they are created as a “one size fits all”.

I am not saying that downloading an Employee Handbook is bad, as long as you add policies, practices and the philosophies of the company. Ensure you are not violating your own policies by adding policies from downloads that do not represent your company’s practices.

Unfortunately, employee handbooks can be a huge risk if not updated regularly, adapted to each company, reflect policies that are followed consistently and reflect current regulations. ***If you have not updated your Employee Handbook in January 2020, you may be violating regulations that were effective January 1, 2020!***

Employee handbooks are also a critical communication tool for employees to understand what the company expects from them as well as what the company expects from the employees.



In my workplace compliance experience, employees review the handbook when they are new employees coming onboard to company and when they are considering leaving the company or when they are considering suing the company.

Did you know that Employee Handbooks can be a risk or a benefit for Employers? For years, an Employee Handbook has been one of the first documents employment law attorneys request when they are planning to pursue workplace charges against an Employer.

Shouldn't you ensure that your employee handbook protects your company instead of exposing it to numerous risks?

The Cost of Non-Compliance! Free money for regulatory agencies? Not on My Watch!

- Immigration I-9 documentation errors;
- Workplace Posters not posted, outdated, not available to applicants or candidates, not available for remote workers and not available on the company website;
- Having criminal background checks and not authorizing with the candidate; not providing notice of adverse action;
- Having medical information in employee personnel files;
- Having background check results or drug testing results in the employee personnel file;
- Having an Employee Handbook does not have updated laws;
- Not posting the OSHA 300 report;
- Classifying employees as Independent Contractors so as not to pay employee taxes;
- Employees who are non-exempt, classified as Exempt so as not to pay overtime;
- Having a policy that prohibits employees from discussing their salaries!



The Most Low Cost and Effective Risk Management Strategy

Believe it or not, training your Managers is one of the best activities that Employers can do. Managers can be your best advocates with employees or the biggest risk. For example; Managers are liable for the violation of penalties for discrimination and/or harassment based on "Vicarious Liability";

Managers are hired or promoted because they may be good as an employee but many do not have the benefit of getting training;

How many Managers have you had that you thought could use training?

My philosophy about Managers who are not willing to be Managers should give back their title and their money;

Managers with good training can be the Ambassadors of a company and reduce risk. Isn't it worth giving them the tools they need to manage?



Training of Managers on compliance in the workplace is a "good legal defense" for Employers.

For more information about the impact of Workplace Compliance Regulations, please subscribe to my website at www.hrcompliance.biz and receive updated compliance alerts, webinar notices, and information on compliance resources!

Margie Faulk, PHR, SHRM-CP
HR Compliance Advisor/Speaker/Trainer
mfaulk@hrcompliance.net

