

# **Is Your Employee Handbook a Defense or a Trigger to Legal Liability?**

*Understanding the Basics of Employee Handbooks  
in Light of the Current Legal Landscape*

*Labor & Employment Seminar on  
Wednesday, January 20, 2016*

**Description of program:** There is no better time than a new year to review and audit your employee handbooks, especially after this year of critical decisions and guidance from the EEOC, National Labor Relations Board, and Supreme Court. Your employee handbook should be viewed as not only an important communication resource but also as a critical part of your efforts to reduce the risk of employment claims. An inadequate handbook with outdated content, inaccurate language, and inconsistent enforcement fails your organization in many ways—most notably by increasing the risk of legal liability. Are you confident that your handbook is effective in reducing the risk of employment claims or is it simply effective in creating confusion and triggering legal liability? If you hesitated in answering that question, this free seminar is for you.

This program is designed to discuss key employee handbook issues, including handbook development and implementation and the practical implication of state and federal laws. We will equip you with the tools to ensure that your handbook helps limit legal liability—not increase it. In doing so, we will focus on the following hot topics:

**1) The basics of employee handbook development and implementation:**

- Do you even need a handbook?
- Do you actually enforce your policies as written?

**2) “Must have” handbook policies:**

- Are your EEO Policies sufficient?
- Does your handbook create an employment contract?

**3) EEOC Guidance regarding modified duty policies:**

- What about pregnant employees?

**4) NLRB Guidance regarding “unlawful” policies:**

- Does your Social Media policy comply?
- Can you have a “no gossiping” policy?
- Can you prevent employees from discussing their wages?

**5) Complying with Alabama law:**

- Is your workplace violence policy legal?

**6) Classification of Employees:**

- Are your employees properly classified as exempt vs. non-exempt?
- Do those workers legally qualify as Independent Contractors?

**Who Should Attend:** Human Resource Professionals, Risk Managers, In-House Counsel, CEOs, or anyone responsible for developing and implementing employee handbooks.

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**Wednesday, January 20, 2016**

11:30 am—11:45 am	Arrive, Sign-In & Networking
11:45 am—12:00 pm	Lunch Served
12:00 pm—1:30 pm	<i>Is Your Employee Handbook a Defense or a Trigger to Legal Liability?</i>  <b>Arnold “Trip” W. Umbach III</b> <b>Allison J. Adams</b> <b>Breanna H. Young</b> <i>Starnes Davis Florie LLP</i>

**ADDRESS / DIRECTIONS:**

Starnes Davis Florie LLP—Birmingham Office (205) 868-6000

100 Brookwood Place  
Birmingham, AL 35209

***(Note: Seminar will be held on the 5th Floor)***

Link for map/directions: <http://www.starneslaw.com/contact-us-map-birmingham.asp>

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## Your Presenters:



**Arnold "Trip" W. Umbach III**, *Starnes Davis Florie, LLP*

Trip is a partner at Starnes Davis Florie working in the areas of labor and employment law. He has defended employers against all kinds of claims brought by their employees and he regularly advises clients on how to avoid and reduce the risk of such claims.



**Allison J. Adams**, *Starnes Davis Florie, LLP*

Allison is a partner at Starnes Davis Florie and her practice is 100% devoted to litigation in the areas of medical liability defense and employment litigation. She represents doctors, hospitals, practice groups, and other healthcare professionals against claims of medical malpractice. She also represents both public and private employers in state and federal court, as well as before administrative agencies.



**Breanna H. Young**, *Starnes Davis Florie, LLP*

Breanna is an associate in Starnes Davis Florie's Labor and Employment group. She represents both public and private employers in all types of labor and employment litigation. In addition to her litigation experience, Breanna routinely advises employers in making employment decisions and developing policies that reduce the risk of being sued by employees.

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## Registration Form

Date: Wednesday, January 20, 2016  
Location: Starnes Davis Florie LLP—Birmingham, AL  
Deadline: Friday, January 8, 2016

### Registration by E-mail

Please register for the event by completing the following registration form and emailing it to Renee Clements at : [rclements@starneslaw.com](mailto:rclements@starneslaw.com) .

Prefix                      First Name                      Last Name  
\_\_\_\_\_

Job Title  
\_\_\_\_\_

Company/Firm:  
\_\_\_\_\_

Street Address 1:  
\_\_\_\_\_

Street Address 2:  
\_\_\_\_\_

City                                      State                                      Zip  
\_\_\_\_\_

Telephone                                      E-mail  
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*\* There are no registration fees. However, we need for you to RSVP by January 8th. Seating is limited.*