



## Employment Policies & Handbooks



### At a Glance

#### Record of Success

MWM is known for having employers' backs. Our practitioners have worked as human resource professionals and guide clients through drafting employment handbooks and other documents that comply with federal, state, and local law.

#### Highly Regarded Legal Advisors

The Munck Wilson Mandala team is highly regarded as a resource to businesses, providing decades of experience in employment and labor legal matters.

#### Award-Winning Presenters

In addition to providing relevant guidance on employment policies and handbooks, our professionals provide training and give guidance on proactive measures to avoid litigation.

## Overview

**An employee handbook is a key element in ensuring compliance with employment law. Its purpose is to familiarize employees with basic company policies and benefit programs, as well as the general expectations of the company. Handbooks can serve as a proactive measure to help an employer meet certain legal notice requirements. In some circumstances, handbooks can be viewed as creating or contributing to a contractual arrangement with the employee, so maintaining professionally guided employee handbooks with legal expertise is paramount in protecting an employer's best interests.**

In addition to reviewing and updating the employee handbook, our team helps employers develop policy manuals that detail every aspect of company policy and clearly define the procedures for following those policies, including an audit of the forms needed to complete each process. Employers are not required to have a separate procedures manual, but it can prove invaluable as a resource tool for employers to ensure procedural continuity which ultimately reduces liability risk.

Our employment law team can assist you with the following issues:

- Draft, revise, and update procedures and policies manuals
- Provide advice on day-to-day employment practice questions
- Develop policies, strategies, and procedures for preventing employment claims and lawsuits

- Design procedures to enhance productivity and protect employer interests such as drug testing, pre-employment testing, background checks, and protection of trade secrets