

EMPLOYEE HANDBOOKS

EMPLOYMENT LAW

With the increase in employment litigation, an ounce of prevention is worth a pound of cure.

The clear understanding of the employer-employee relationship is an essential element in maintaining a successful, productive business. As such, employee handbooks are a valuable tool to convey the policies and procedures of every workplace – large or small – and to minimize the employer’s exposure to expensive litigation.

Handbooks present the employer’s standardized policies to each employee, to ensure and document that all employees are treated equally and without discrimination based on membership in a protected class, or otherwise.

The attorneys at Hinkle Law Firm LLC possess broad expertise in all major areas of employment law. This expertise helps us in drafting comprehensive employee handbooks or reviewing current handbooks.

We can help ensure compliance with applicable laws and the preservation of the employment-at-will relationship, where appropriate. We monitor the ever-changing legal climate to make sure our client’s handbooks reflect current law. If a lawsuit does arise, we can apply our legal knowledge to represent our clients and achieve a satisfactory resolution of the dispute.

A Checklist for Employee Handbooks

- Establish that employment is “at will” and can be terminated by the employer at any time and for any lawful reason, with or without cause.
- Ensure compliance with applicable state and federal laws, including:
 - Title V
 - ADA
 - ADEA
 - FMLA
 - ERISA
 - USERRA

continued on back

HINKLE

L A W F I R M L L C

At Hinkle Law Firm, our expertise gives you the power to do good business with your eyes open. With the Hinkle method, there’s no reason to look anywhere but forward.

DOWNTOWN WICHITA

301 North Main Street, Suite 2000
Wichita, KS 67202-4820
316-267-2000 Phone
316-264-1518 Fax

EAST WICHITA

8621 East 21st Street North, Suite 200
Wichita, KS 67206-2991
316-267-2000 Phone
316-630-8375 Fax

OVERLAND PARK

6800 College Blvd., Suite 600
Overland Park, KS 66211-1533
913-345-9205 Phone
913-345-4832 Fax

A Checklist for Employee Handbooks Continued

- Establish standardized policies on:
 - Equal employment opportunity
 - Harassment
 - Corporate compliance
 - Workplace violence
 - Smoking in the workplace
 - Drug and alcohol use and/or testing
 - Personnel records
 - Rules of conduct
 - Safety
 - Communications and complaints

- Establish standardized practices regarding:
 - Employee classifications
 - Personnel records
 - Working hours and schedules
 - Pay periods and paychecks
 - Timekeeping procedures
 - Performance reviews
 - Salary reviews and promotions
 - Vacation and sick/personal leave
 - Family and medical leave
 - Military leave
 - Bereavement leave
 - Maternity leave
 - Jury duty
 - Holidays
 - Use of equipment and computers
 - Blogging
 - Response