



# Model Employee Policies Workshop

Do you need to update your policies in the face of a changing political and legal landscape?

**October 13, 2011**

**Indiana Chamber Conference Center • Indianapolis**

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# Model Employee Policies Workshop – October 13,

## Why You Should Attend

This program provides attendees with up-to-the-minute guidelines for new and revised employment policies in the face of an ever-changing political, social and legal landscape. This year's agenda includes modified FMLA and ADA policies and expansion of the "bring your gun to work" law signed in 2010; heightened union-free policies aimed at countering labor's recent surge in political influence; and social media, texting and Internet policies addressing the impact of innovative technology in the workplace. This program will give you all of the tools you need to prepare or update your employee handbook to provide the best legal safeguards your written policies can provide in a climate of quickly expanding employee rights and protections.

## Who Should Attend

- Human resources professionals
- Personnel directors, managers and staff
- Benefit coordinators
- CEOs
- Small business owners

## Agenda

8:30 a.m. Registration and Continental Breakfast

9:00 a.m. Welcome and Introductory Remarks  
Pros and Cons of Employee Handbooks

- Discussion of Legal Considerations (including Seventh Circuit handbook case, *Peters v. Gilead Sciences, Inc.*)
- Discussion of Practical Considerations

9:40 a.m. What Subjects Should be Considered for Inclusion?

- Possible Subjects to Consider
- Handbook Introduction
- History and Philosophy of Company
- Preliminary Matters
- Employment Status
- Hours of Work and Overtime
- Improper Wage Deductions
- Orientation Period

10:30 a.m. Break

10:45 a.m. Non-discrimination Policies

- Equal Employment Opportunity Policy
- Sexual Orientation and Gender Identity Inclusion
- Sexual Harassment
- Harassment Based on Race, Color, Religion, Gender, National Origin, Age or Disability
- ADA Accommodation Policy

11:15 a.m. Basic Employment Policies

- Non-fraternization Policy
- Consensual Relationship Agreements ("Love Contracts")
- Personal Conduct Policy
- Job Duties and Responsibilities
- General Rules and Regulations
- Enhanced Union-free Policy
- No Solicitation/Distribution and Access Policies
- Outside/Competing Employment
- Employment of Relatives

12:15 p.m. Lunch (provided)

1:15 p.m. Attendance and Time Away From Work Policies

- No-fault Attendance Policies
- Medical Leaves of Absence
- Personal Leaves of Absence
- FMLA Policy (including new military leave and lactation amendments)
- Military Leave
- Family Military Leave
- Vacation, Personal Days, Sick Days and PTO
- Layoff and Recall
- Inactive Status/Job Abandonment

1:55 p.m. Compensation and Benefits Policies

- Timekeeping Requirements
- Meals and Rest Periods
- Compensation Reviews and Performance Appraisals
- Payday
- Payroll Advances

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- Health Insurance
- Short- and Long-term Disability Plans
- 401(k) Plan
- Workers' Compensation
- COBRA
- Bring-Your-Baby-to-Work Policy
- Lactation Policy

2:30 p.m. Break

2:45 p.m. **Technology, Complaint Procedures and Company Integrity**

- Cell Phone Usage/Texting Policies
- Instant Messaging
- Blogging
- Internet Usage and E-mail
- Social Media Policies
- Telecommuting Policy
- Workplace Monitoring
- Complaint Procedures
- Arbitration and Jury Waiver Policies
- Confidentiality of Company Information
- Business Ethics and Conduct
- Sarbanes-Oxley Policy

3:30 p.m. **Safety and Health and Miscellaneous Policies**

- Safety and Health Policies
- Light Duty Policy
- Smoking Policies
- Gun Safety Policy
- Workplace Violence
- Domestic Violence
- New Duty to Report Policy
- Substance Abuse Policies
- Drug-free Workplace Policy
- Background Checks
- Termination of Employment
- Personnel Records
- Reference Requests
- Exit Interviews

4:05 p.m. **How to Draft, Implement and Update the Handbook**

4:30 p.m. Adjourn

## Bose McKinney & Evans LLP Speakers



David Swider is a partner at Bose McKinney & Evans LLP, representing management in labor and employment law matters, including labor and employment law litigation, employment discrimination, NLRB practice and procedure, grievance resolution and arbitration,

affirmative action, collective bargaining, wage and hour, and unemployment compensation. He chairs the firm's Labor and Employment Law Group and has been repeatedly recognized and included in *The Best Lawyers in America* and *Indiana Super Lawyers*.



Sandra Perry is a partner in the Labor and Employment Group, representing national, regional and local clients in labor- and employment-related matters and litigation. She has extensive experience counseling, training and assisting employers in all aspects of compliance with federal and state

employment laws, including wrongful discharge, harassment claims and investigations, disability and reasonable accommodation issues, Family and Medical Leave Act compliance, wage and hour audits and compliance, non-compete agreements, trade secrets protection, executive compensation and severance, alternative dispute resolution, personnel policies and procedures, state law wage claims, common law claims, and other federal and state employment laws.

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## Location Information

Indiana Chamber Conference Center  
PNC Center  
115 W. Washington St., 8th Floor, South Tower  
Indianapolis, IN 46204

## Hotel Information

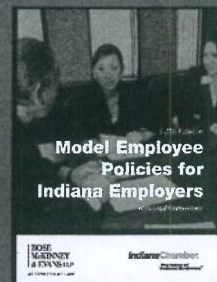
For overnight rooms, please contact the Hyatt Regency Indianapolis at (317) 632-1234. The Hyatt is conveniently located in the same building as the Indiana Chamber Conference Center. For a discounted room rate, please request the Indiana Chamber volume account, corporate ID #55737 (subject to availability).

## Cancellation Policy

All cancellations must be received in writing. A \$25 processing fee will be charged for all cancellations. Cancellations received after September 29, 2011, will be issued a credit certificate, less a \$25 processing fee. Credits can be used toward any future Indiana Chamber conference(s) for up to one year. Credit is fully transferable. Substitutions are welcome at any time, but requested in advance of the conference.

## Model Employee Policies for Indiana Employers – 5th Edition

This popular guide is designed to help employers understand the legal implications of an organization's written policies and procedures, the costs and benefits of placing informal practices in an employee handbook and how to communicate an organization's values and goals. It includes a compilation of legal commentary and numerous sample policies.



This book is also available as an online publication, known as an ePub. It can be purchased individually for just \$69, or you can save big with our HR Package (15 books for \$399). For more information, visit [www.indianachamber.com/publications](http://www.indianachamber.com/publications) and click on "Electronic Subscriptions."

**Model Employee Policies is available for \$71.25 for Indiana Chamber members or \$95 for non-members. Conference attendees receive an additional 10% discount!**

## Registration Form

MODEL EMPLOYEE POLICIES WORKSHOP  
OCTOBER 13, 2011

### 1. Attendee Information *(Please Print or Type)*

Copy form for additional registrants.

Organization Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Approving Manager (Name) \_\_\_\_\_ (E-mail) \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Special Accessibility or Dietary Needs? \_\_\_\_\_

### 2. Registration Fees

Bill me

Check enclosed *(payable to Indiana Chamber of Commerce)*

VISA  MasterCard  American Express

# \_\_\_\_\_ Exp. \_\_\_\_\_

Signature x \_\_\_\_\_

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Web site: [www.indianachamber.com](http://www.indianachamber.com)

### 3. Registration Information

\$299 - Indiana Chamber Member Discounted Price

\$329 - List Price

**Send 3 and the 4th person is FREE!**

I cannot attend at this time, but would like more information on:

Chamber Membership  HR Publications

*An income tax deduction may be allowed for educational expenses incurred to maintain or improve professional skills.*