



## Creating your Employee Manual, a Human Resource Seminar Course Overview

**Tuesday, 10/6/2020**

### **Module 1: Why Create an Employee Handbook?**

- Purpose
- Advantages and disadvantages
- At-will employment
- Mandatory policies
  - i. Anti-discrimination
  - ii. Smoke free and drug free workplace
  - iii. Etc.
- What NOT to include in your Employee Handbook

**Tuesday, 10/13/2020**

### **Module 2: Stop Expressing Yourself!**

- EEO
- Non-harassment
- Privacy

**Tuesday, 10/20/2020**

### **Module 3: Basic Policies – No Controversy Please**

- Conduct standards
- Dress code / safety
- Payday
- Company property
- Personnel Files
- Hours and attendance
- Etc.

**Tuesday, 10/27/2020**

### **Module 4: The Not So Simple – Part 1**

- Exempt or not exempt – If it's not a question, it should be!
- Leaves – What do all the letters mean?
  - i. PTO
  - ii. FMLA
  - iii. ADA
  - iv. USERRA
- Performance Reviews

**\*PLEASE NOTE: one week break**

**Tuesday, 11/10/2020**

**Module 5: The Not So Simple – Part 2**

- Disciplinary Policies
- Workplace Investigations

**Tuesday, 11/17/2020**

**Module 6: Miscellaneous**

- Open questions
- Finalize Handbook

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**About our instructor:**

Rania Sedhom is currently a Managing Partner of her own law firm, Sedhom Law Group. She also serves as a Member of the Executive Compensation and Employee Benefits Committee, ABCNY, and a member of the Employment Law Section of the ABA. She is an attorney who provides practical and efficient solutions to complex problems and also provides business advisory services to her clients. Rania understands that laws affect business and without a deep understanding of business, legal advice is lacking. Her philosophy is to use law and regulations to help clients achieve goals. While most lawyers come from a place of "no," Rania tells her clients she comes from a place of "know." As such, she helps companies grow, contract, and effectuate business while using the law to support their endeavors.

Rania's extraordinary interpersonal skills forge win-win relationships across diverse organizations and cross-functional stakeholders. She is a skilled legal and business commentator with appearances in national print and on TV media, including Bloomberg Radio, The Today Show, the L.A. Times, the Chicago Tribune, the Baltimore Sun, Forbes, Inc., Business Week, and CNN Money.

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