

DEFENSIVE DRAFTING of HANDBOOKS



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FLSA



- 📁 Deduction / Docking Policy
 - 📁 for Time Missed
 - 📁 for Damaged / Unreturned Equipment
 - 📁 Process for reporting wrongful docking / no retaliation

FLSA

- Overtime policy
 - No “Off the clock” work

Benefits

- Full Time / Part time
- Plans Govern
- When must a plan participant on medical leave be sent COBRA notice?
- Who pays premiums during leaves & for how long?

EEO Policy

- 📖 Address Disability Accommodation Requests
- 📖 Address Religious Accommodation Requests
- 📖 Address Reporting of Discrimination Concerns (Not just harassment concerns)

Harassment Policy

- 📖 Sex, Race, Religion(Gender Stereotyping)
- 📖 Employees / Customers / Vendors
- 📖 Report discrimination / harassment to (HR & Top Management)

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Title search: Defensive Drafting of Handbooks

Also available as part of the eCourse

[Employment Law Essentials: From Defensive Documentation in Hiring and Firing to Policies, Handbooks, Complaints and Compliance](#)

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