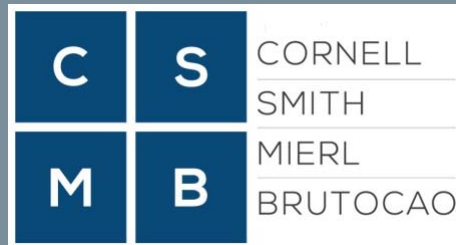


DEFENSIVE DRAFTING of HANDBOOKS






CONNIE CORNELL

1607 West Avenue
Austin, Texas 78701
ccornell@cornellsmith.com
(512) 328-1540

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)

Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the [UT Law CLE eLibrary \(utcle.org/elibrary\)](http://utcle.org/elibrary)

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](#)

First appeared as part of the conference materials for the
2015 Essential Employment Law session
"Handbooks / Employment Policies 2015"