AUGUST 2024

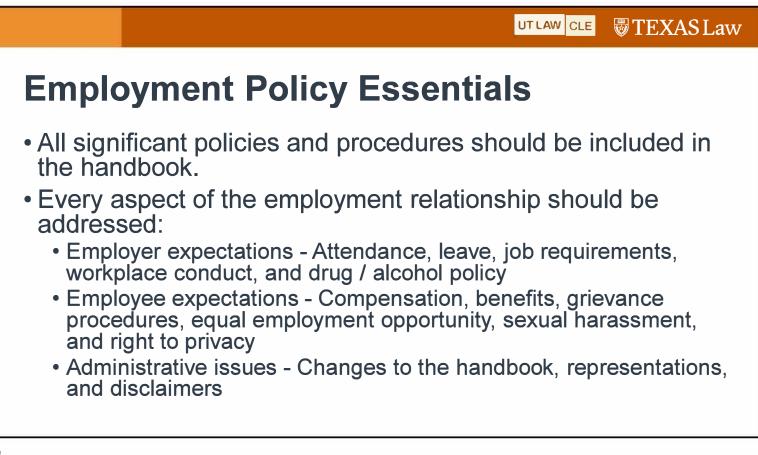
UT LAW CLE

TEXAS Law The University of Texas at Austin School of Law

HANDBOOKS AND EMPLOYMENT POLICIES

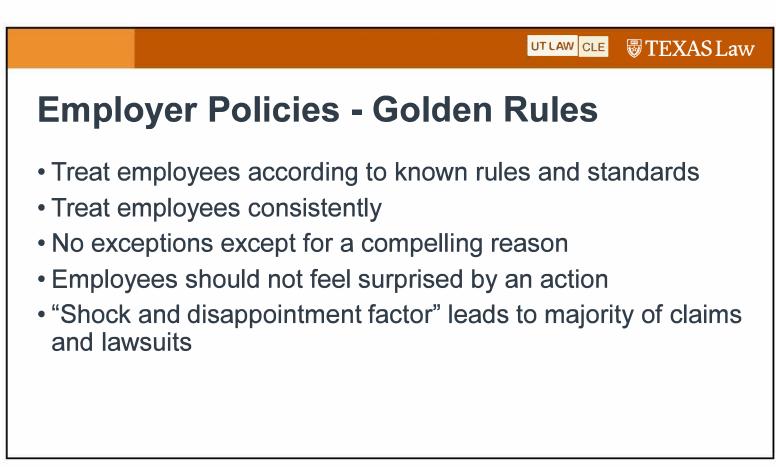
Run Things Smoothly, Keep Good Employees, and Minimize the Risk of Employment Claims and Lawsuits

WILLIAM T. (TOMMY) SIMMONS Legal Counsel to the Commissioner Representing Employers, Texas Workforce Commission



Every employment policy should:

- Begin with a brief statement of the purpose and explain why it is needed
- Define the important terms
- Clearly state the company's policy and expectations
- Indicate how the company will respond if an employee violates the policy

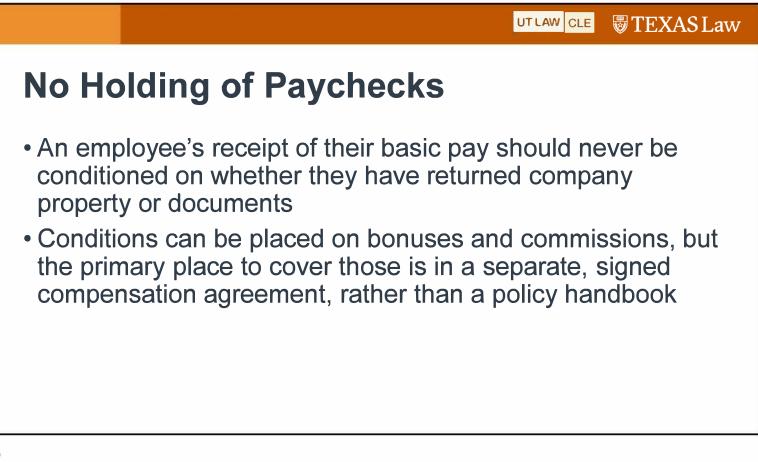


Policy Limitations Imposed by the Law

Do not provide for:

- Holding of paychecks
- Minimum wage and overtime violations
- Prohibition of pay / benefit discussions between employees
- Limitations on employees' rights to discuss their working conditions
- Non-competition agreements
- Policies against the filing of unemployment claims
- Reduction in the rate of pay for the final pay period

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Title search: Handbooks and Employment Policies

Also available as part of the eCourse <u>Hooked on CLE: February 2025</u>

First appeared as part of the conference materials for the 2024 Essential Employment Law: A Practical Course in the Basics session "Handbooks/Employment Policies"