



Stamford Breakfast Briefing

June 22, 2005

Employee Handbook Workshop:

*Creating Effective and Consistent
Policies that Get the Job Done*

**Holiday Inn Select – Stamford
700 Main Street
Stamford, CT 06901**

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Each briefing is approved for 1.5 NY CLE credits.

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Presenters

Peter M. Stein is a member of the firm in the Labor and Employment practice group, and is the managing partner of the Stamford office. Mr. Stein has been counseling management on employment law issues for over 25 years.

Daniel A. Schwartz is a member of the firm in the Stamford office, where his practice focuses on representing and counseling employers on all aspects of labor and employment law compliance and litigation.

Catherine Andrew Rogers is an associate in the Labor and Employment practice in firm's Stamford office who counsels and handles litigation and agency proceedings on behalf of employers.

Agenda

- 8:30 – 9:00 a.m.** *Registration and Breakfast*
- 9:00 – 10:30 a.m.** *Presentation*
- 10:30 – 10:45 a.m.** *Break*
- 10:45 – 12:00 p.m.** *Presentation Continued*
- 12:00 – 1:00 p.m.** *Luncheon*
- 1:00 – 2:00 p.m.** *Presentation Continued*
- 2:00 – 2:30 p.m.** *Questions & Answers*

Briefing Background

Employee Handbook Workshop

- Employee handbooks reduce the risk of employee lawsuits and may strengthen the company's defenses, if sued. Hear how to create and/or update your handbook to best protect your company from a variety of claims (e.g., breach of contract, discrimination, retaliation, non-payment of bonuses, violations of wage & hour, leave of absence laws, etc.) and reduce its potential liability.
- Does your company have many "unwritten" rules? Are your policies applied consistently and fairly? Do you need a union-avoidance strategy? If so, it's time to review your current Handbook!
- Does your company make promises it cannot keep? Understand how courts view the contractual nature of employee handbooks and avoid common pitfalls.
- Review EBG's model policies and discuss how to set the right tone and create policies that are properly tailored to your business and industry.
- How do you ensure that employees read the handbook? Is an on-line handbook right for your company? How often should your handbook be updated and distributed? This seminar will address practical issues, too.
- Learn how to protect your company's confidential and proprietary information from unauthorized disclosure and prevent abuse of its e-mail and other electronic communications systems.
- Employee handbooks are not just for "big" companies. State anti-discrimination laws apply to business with as few as 3 employees. If your company does not have an employee handbook yet – this seminar is right for you!

Registration Form

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Do you require any special accommodation? _____

The cost for this briefing is \$65.00. Please make checks payable to Epstein Becker & Green, P.C. Thank you.

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