# EMPLOYEE HANDBOOKS & POSTER REQUIREMENTS

Massachusetts Staffing Association Webinar Presented by Becker Staffing Group March 20, 2019

### INTRODUCTION

#### **EMPLOYEE HANDBOOKS**

## IMPORTANCE OF HAVING AN EMPLOYEE HANDBOOK

#### **EMPLOYEE HANDBOOKS**

What Should Go Into Your Handbook?

#### 1. DISCLAIMER

2. Equal Employment Opportunity Policy

3. Americans with Disabilities Policy

4. Anti-harassment and Discrimination Policies

#### 5. Whistleblower

6. Communication Media Policy

### 7. Workweek and Pay

#### 8. Overtime

# 9. Drugs and Alcohol

#### 10. Paid Time Off

#### 11. Leave of Absences

#### 12. Lactation Break Policies

"Employee Rights Under the Fair Labor Standards Act" Poster

"Job Safety and Health: It's the Law" Poster (OSHA)

"Employee Rights and Responsibilities Under the Family and Medical Leave Act" (FMLA)

# Pay Transparency Nondiscrimination Provision

# Migrant and Seasonal Agricultural Worker Protection Notice

# Employee Polygraph Protection Act Notice (EPPA)

"Your Rights Under USERRA" Poster

Massachusetts Wage and Hour Laws

# Fair Employment Law

#### Parental Leave Act

Information on Employees'
Unemployment Insurance
Coverage

Workers' Compensation

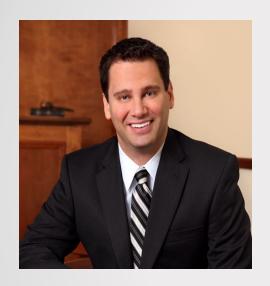
#### Earned Sick Time

Job Safety and Health

Temporary Worker Right to Know

### Domestic Worker Rights

Q & A



#### Christopher M. Leddy, Esq.

Of-Counsel, Becker LLC Direct: 973-251-8906 Main: 973-422-1100 cleddy@becker.legal

Christopher M. Leddy is a member of the firm's Staffing Group. Prior to joining the firm, Mr. Leddy was Vice President and General Counsel of a staffing firm. Mr. Leddy counsels staffing industry clients with respect to employment law compliance, on-boarding and off-boarding related issues, wage and hour, compensation related issues, as well as industry contract review.



Sarah L. Davis, Esq. Associate, Becker LLC Direct: 973-251-8991 Main: 973-422-1100 sdavis@becker.legal

Sarah L. Davis is an associate with the firm's Corporate Department and Business Services Group where she focuses on mergers, acquisitions and other commercial transactions. Ms. Davis has been involved in private practice since 2015, specializing in the drafting and negotiation of complex financial agreements and transactions, while also representing clients in a wide variety of litigation matters at the Superior, Appellate and Supreme Court levels.



Christopher M. Leddy, Esq.
Of-Counsel, Becker LLC
Direct: 973-251-8906
Main: 973-422-1100
cleddy@becker.legal

Christopher M. Leddy is a member of the firm's Staffing Group. Prior to joining the firm, Mr. Leddy was Vice President and General Counsel of a staffing firm. Mr. Leddy counsels staffing industry clients with respect to employment law compliance, on-boarding and off-boarding related issues, wage and hour, compensation related issues, as well as industry contract review.



Sarah L. Davis, Esq. Associate, Becker LLC Direct: 973-251-8991 Main: 973-422-1100 sdavis@becker.legal

Sarah L. Davis is an associate with the firm's Corporate Department and Business Services Group where she focuses on mergers, acquisitions and other commercial transactions. Ms. Davis has been involved in private practice since 2015, specializing in the drafting and negotiation of complex financial agreements and transactions, while also representing clients in a wide variety of litigation matters at the Superior, Appellate and Supreme Court levels.