

EMPLOYEE HANDBOOKS & POSTER REQUIREMENTS

**Massachusetts Staffing Association Webinar
Presented by Becker Staffing Group
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INTRODUCTION

EMPLOYEE HANDBOOKS

IMPORTANCE OF HAVING AN EMPLOYEE HANDBOOK

EMPLOYEE HANDBOOKS

What Should Go Into Your Handbook?

SUGGESTED POLICIES

1. DISCLAIMER

SUGGESTED POLICIES

2. Equal Employment Opportunity Policy

SUGGESTED POLICIES

3. Americans with Disabilities Policy

SUGGESTED POLICIES

4. Anti-harassment and Discrimination Policies

SUGGESTED POLICIES

5. Whistleblower

SUGGESTED POLICIES

6. Communication Media Policy

SUGGESTED POLICIES

7. Workweek and Pay

SUGGESTED POLICIES

8. Overtime

SUGGESTED POLICIES

9. Paid Time Off

SUGGESTED POLICIES

10. Leave of Absences

FEDERAL POSTERS

“Employee Rights Under the Fair Labor Standards Act” Poster

FEDERAL POSTERS

“Job Safety and Health: It’s the Law” Poster (OSHA)

FEDERAL POSTERS

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

FEDERAL POSTERS

Pay Transparency Nondiscrimination Provision

FEDERAL POSTERS

Migrant and Seasonal Agricultural Worker Protection Notice

FEDERAL POSTERS

Employee Polygraph Protection Act Notice (EPPA)

FEDERAL POSTERS

“Your Rights Under USERRA” Poster

MASSACHUSETTS' POSTERS

Massachusetts Wage and Hour Laws

MASSACHUSETTS' POSTERS

Fair Employment Law

MASSACHUSETTS' POSTERS

Parental Leave Act

MASSACHUSETTS' POSTERS

Information on Employees' Unemployment Insurance Coverage

MASSACHUSETTS' POSTERS

Workers' Compensation

MASSACHUSETTS' POSTERS

Earned Sick Time

MASSACHUSETTS' POSTERS

Job Safety and Health

MASSACHUSETTS' POSTERS

Temporary Worker Right to Know

MASSACHUSETTS' POSTERS

Domestic Worker Rights

Q & A

Panelists



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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.



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Sarah L. Davis is an associate with the firm's Staffing Group, Business Services Group and Corporate Department, where she focuses on employment matters, mergers, acquisitions and other business 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.