

This month's column discusses the importance of an employee manual for any business. Whether your business employs 5 or 50 employees, it is important for your employees to be provided with some guidelines as to their employment. Obviously, the number of employees you employ should dictate the length of the manual, but even if you have only a few employees, several pages of guidelines for them may be warranted. This manual should be provided to the employee when they are first hired along with a receipt for them to sign, to be maintained in their personnel file, signifying that they received and reviewed the manual. In addition, the manual should provide that it can be changed at the discretion of the employer. An additional receipt should also be executed by the employee when any modifications or amendments are made to the manual.

The topics to be addressed in such a manual should vary depending upon the size of your business since some Federal and/or State laws don't apply to smaller businesses. Some of the topics in the manual could include:

- Vacation, Sick Time and Overtime;
- Disciplinary procedures and actions that could warrant disciplinary action;
- Procedures for an employee to address perceived discriminatory or improper actions of another employee or supervisor;
- Lunch and break policies as well as policies on absences;
- Descriptions of and policies on employee benefits such as life and health insurance and/or retirement plans;
- Policies as to the use of office equipment or supplies and/or Internet usage policies;
- Policies with regard to Family and Medical Leave Act ("FMLA"), Title VII, Federal Age Discrimination in Employment Act ("ADEA") and/or the Florida Civil Rights Act where applicable since these Acts only apply to businesses with a certain number of employees;
- Dress and grooming codes, if applicable;
- Job descriptions and responsibilities.

This list of topics is certainly not exclusive and you should consult with legal counsel as to what areas need to be addressed in the handbook given the specifics of your business and its employees. In addition, your employee manual should be reviewed

with legal counsel at least once a year to ensure that it addresses changes in your business or in State and Federal laws.

Scott M. Behren, Esq., is a partner with the Weston law firm of Waldman Feluren Hildebrandt & Trigoboff, P.A., 2200 North Commerce Parkway, Suite 202, Weston, FL 33326, a law firm handling the legal needs of small businesses. Mr. Behren can be reached at (954) 467-8600 and can also be reached by e-mail at (<http://www.wfhtpa.com>)

The hiring of a lawyer is an important decision that should not be based solely upon advertisements. Before you decide, ask us to send you free written information about our qualifications and experience. This article is prepared for general information only. The information presented at this site should not be construed to be formal legal advice nor the formation of a lawyer/client relationship.

YOUR IMMIGRATION LAW PROFESSIONALS

Handling All Visa Related Matters in the U.S. and Abroad



Attorney
M. Keil Hackley



Attorney
Robert Serrone



Attorney
Summer McDonald

Our mission is to deliver superior legal services adhering to the highest standards of excellence and integrity. We take pride in building honest relationships with our clients and getting positive results in the most efficient way possible.

With over 35 years of collective legal experience, including our partner's experience as Deputy Chief Counsel of the former Immigration and Naturalization Service, we understand the inner workings of the U.S. Government and believe we can help immigrants make the right choices.

Business & Investment Visas ■
Professional & Executive Visas ■

HACKLEY
IMMIGRATION & CONSULAR LAW
SERRONE

■ **Lawful Permanent Residency**
■ **Embassy Processing**

The hiring of a lawyer is an important decision that should not be based solely upon advertisement. Before you decide, ask us to send you free written information about our qualifications and experience.

2200 North Commerce Parkway • Suite 206 • Weston, FL 33326 • (954) 349-4994 • www.hackleyserrone.com

Lifelong Learning

& for Executives & Entrepreneurs



A Non-Traditional Offerings in Traditional settings

As the world of business continues to change rapidly, those who will be in the best position to succeed are those that work to sharpen their management, marketing and leadership skills. The challenge that busy managers and executives face is how to fit learning into their schedule while running a business. At Nova Southeastern University's Huizenga Institute of Entrepreneurship and Executive

Education, they have developed programs with that challenge in mind. The Institute, located on the expansive Davie campus, has been providing workshops, seminars and facilitation of teams for over five years, offering such timely programs as Franchise Education, Human Resources, Project Management and Marketing.