



Employee Handbooks, Policies and Contracts

Effective employment policies, handbooks, and documents are essential for compliance with employment laws and avoidance of legal challenges in the workplace.

Fisher Phillips can assist you in drafting employee handbooks and manuals, and in designing policies and procedures governing such areas as drug testing, background checks, pre-employment testing, harassment, and protection of trade secrets. Whether you need your handbook refreshed to capture the latest legal developments, or whether you need a new handbook built from scratch, we can offer you personalized service designed to meet your specific needs and individually tailored for your business. Our handbooks and policies can be crafted to comply with all of the laws impacting your multistate operation or your single business location.

In the past five years alone, we have reviewed and updated handbooks and policies in more than 4,000 engagements in every major industry. In many instances, we provide annual handbook review and policy updates for clients.

Because of this experience, we maintain a robust database of template policies, model handbooks, and specific state and federal information. This database enables us to efficiently design documents that are customized to the needs of each client, saving them time and costs.

Among other services, we design and review:

- Policies, procedures, and best practices
- Employee handbooks and manuals
- Employee contracts and documents
- Employment applications
- Piece-rate and commission pay plans
- Job descriptions
- New hire packages

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The most cost-effective legal strategy an organization can take is to develop policies that help to prevent lawsuits from arising. Fisher Phillips prepares policies for organizations on any aspect of employment law, as well as review and update policies that are already in place. Importantly, we also can train managers and supervisors in the implementation of these policies to help avoid unintentional legal exposure from an unwitting frontline leader.

We design and review policies regarding:

- Discrimination, harassment, and retaliation
- Recruiting and onboarding, including drug testing, background checks, pre-employment testing, and the Fair Credit Reporting Act
- Employee leave including vacation/PTO time; sick leave including medical, disability, pregnancy, CA-paid sick leave, FMLA leave, or CFRA-protected leave
- Timekeeping for regular, remote, and traveling employees
- Meal and Rest Breaks
- At-Will Employment which protects from breach of contract claims, but not from wrongful termination claims.
- Computer, Social Media, and Electronic Communications during working hours
- Employee Rules of Conduct

The policies and handbooks we prepare capture the latest legal developments and are crafted to comply with the laws applicable to any location where our clients do business. Fisher Phillips attorneys first take the time to listen to each client and understand their organization and its unique operations in order to tailor each document directly to their needs.

Employee Contracts and Agreements

Fisher Phillips prepares and reviews employee contracts and agreements to help meet the client's needs while complying with state and federal law. As with other areas of our practice, we leverage our national litigation defense experience to include the latest language to defend against an aggressive plaintiff's bar.

We design and review policies regarding:

- Business protection agreements (non-recruitment, non-solicitation, non-compete, trade secrets, and employee work product)
- Confidentiality agreements
- Executive employment agreements
- Independent contractor agreements
- Project work agreements
- Service agreements for the use of staffing agency or temporary workers
- Arbitration agreements and jury trial waivers
- Tuition and expense reimbursement agreements

With more than 500 attorneys in 37 offices across the United States, Fisher Phillips is a national labor and employment firm providing practical business solutions for employers' workplace legal problems.

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The logo for Fisher Phillips, featuring the company name in white text on a red, stylized rectangular background.