



Happy Admin Professional's Day, now please don't sue

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Let's face it. You probably think you did a good job just for remembering to buy flowers or a gift certificate for Administrative Professional's Day. (It was on Wednesday, April 25). That should buy you a stress-free year, without any concerns of complaints, problems or lawsuits, right? Wrong. A savvy manager knows the key to making employees happy is to provide them with a workplace environment that supports them, encourages their growth and respects them as employees and individuals.

The good news is, as a supervisor, you can take a few easy steps that will promote such an environment while serving a dose of preventative medicine to ward off troubling employment lawsuits. This year, supervisors should use Administrative Professional's Day as a reminder to check on important systems that should be in place. By taking these simple steps, employers can minimize liability and exposure while showing their employees they care.

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