
EMPLOYER ALERT

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NEW YEAR'S RESOLUTIONS FOR EMPLOYERS

- We resolve to review our employment application forms to make certain they are up-to-date and do not ask any prohibited questions.
- We resolve to make certain our employees are informed, in writing, that they are “employed at will” if that is their status and that they sign a written acknowledgment of that status.
- We resolve to make certain we stay current on the law as to which employees are exempt from overtime requirements and which are not.
- We resolve to make certain we stay current on the discrimination laws.
- We resolve to make certain our employee handbook does not contain provisions that would erode or conflict with the employment at will relationship with our employees.
- We resolve to make certain we have an updated and strong anti-discrimination/anti-sexual harassment policy and that it is provided to our employees as a freestanding document of which they acknowledge receipt.
- We resolve to make certain we have posted, in a conspicuous place, all of the required state and federal posters.
- We resolve to make certain we adequately document all discipline, including, but not limited to, terminations.
- We resolve to make certain we keep employee medical records in a file separate from their regular personnel file.
- We resolve to make certain our record retention policy is in compliance with state and federal laws.
- We resolve to protect the confidentiality of our proprietary information.
- We resolve to protect against former employees unfairly or unlawfully competing against us.

HAPPY NEW YEAR

We at Manos, Martin, Pergram & Dietz wish you a prosperous new year.

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NOTICE

This alert provides general information and is not legal advice. Please contact us if you need legal advice.

We are always grateful for your trust in recommending us to others.
A referral from you and your continued business are the highest compliments we could ever receive.

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