



Getting It Write: Employee Handbooks

In 90 minutes, Jessica Herbster will outline the key issues for any independent school that is ready to update an employee handbook for legal compliance and best practices, has never implemented an employee handbook – or is considering replacing the employee handbook in existence.

We will provide a model table of contents and offer practical suggestions for keeping your employee handbook updated and current.

Topics will include:

- Key Policies In An Ideal Employee Handbook For Your School
 - Is Your Employee Handbook Updated To Reflect Best Practices And Legal Standards?
 - Does It Comply With Applicable State-Specific Requirements?
 - Does It Have All The Bells And Whistles For Electronic Communications, Social Media, Anti-Hazing And Anti-Bullying?
 - Does It Address The Common Traps For Unwary Schools?
- The Top 10 Policies That Every School Should Implement, From Child Abuse Prevention And Reporting To Electronic Communications And Acceptable Use

Who should attend?

Head of School	Dean of Faculty
Chief Financial Officer	Head of Upper School
Business Manager	Head of Lower School
Director of Human Resources	

WEBINAR SERIES FOR INDEPENDENT SCHOOLS REGISTRATION NOW OPEN

LOCATION

Schwartz Hannum PC Webinar

DATE AND TIME

April 6, 2017

12:00 – 1:30 p.m. EST

REGISTRATION DEADLINE

March 30, 2017

TUITION

\$100

To register, please contact Kathie Duffy at (978) 623-0900 or kduffy@shpclaw.com