

Employee Handbooks: Required Changes for 2016 and the Most Common Mistakes

If your employee handbook hasn't been updated in the past six months, it's out of date. For example:



- Do you need to change your anti-discrimination statement to include sexual orientation and transgender discrimination, based on new EEOC actions?
- Is your at-will statement an invitation to a massive NLRA lawsuit (based on the surprising NLRB ruling)?
- Do you realize that you can't prohibit discussions on pay and benefits?
- Have you provided clear rules on overtime and off-the-clock work?
- Have you updated your benefits and FMLA policies to reflect the new rights of same-sex married couples, based on the new Supreme Court ruling?
- Have you changed your handbook to reflect the latest DOL rules on nursing mothers?
- Have you updated your leave policies to include time off for employees with relatives in the military ... or to prohibit moonlighting while on FMLA leave?
- Have you changed your ADA reasonable accommodations policy to include the EEOC's changing view on accommodating pregnant employees?
- Do you have a loyalty, no-gossip or civility statement that could land you in court?

Your employee handbook can be an invaluable organizational tool ... or an employment lawsuit waiting to happen. And in recent years, Congress and state legislatures have been busy enacting laws that **directly affect** your employee handbook. If you haven't kept up, you could find yourself in court.