

Complimentary Breakfast Briefing

HANDBOOKS

Building a Better Handbook Tips and Check Lists

Employee handbooks can help public agencies manage their employees' expectations. Handbook language can guide management's actions in running the organization and directing employees. It is important that handbooks be clear and comprehensive.

Apart from these basic philosophical and structural considerations, handbooks are subject to the constantly changing nature of employment law. With each new year comes an opportunity to update handbooks and recommit management to compliance with the latest laws and court interpretations. Join us as we review and discuss:

- **Required Handbook Updates**
- **Basic Policies Every Handbook Should Include**
- **Optional Handbook Language**
- **Effective Implementation of Handbooks**
- **Top Pitfalls to Avoid when Drafting and Revising a Handbook**

Registration for this event is complimentary!

Dates & Locations:

Tuesday, January 10

Cerritos Sheraton Hotel
12725 Center Court Drive
Cerritos, CA 90703

Thursday, January 12

Ramada Fresno
324 E. Shaw Avenue
Fresno, CA 93710

Wednesday, February 22

San Diego/Del Mar Hilton
15575 Jimmy Durante Blvd.,
Del Mar, CA 92014

Registration/Breakfast: 7:30 am
Program: 8:00 to 9:00 am

RSVP by January 1

Register online at www.aalrr.com,
or email to Brooke Myers at
bmyers@aalrr.com.

