



Employee Handbooks & COVID-19 Policies

Thursday, March 25th
12 PM ET

This webinar will begin shortly.





**Masterclass
Webinar Series**



Today's Presenter

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Payroll & HR Services provider headquartered in Brecksville, Ohio



Over 50 years of payroll, tax, and HR experience, having served over 10,000 small businesses nationwide.



Full range of Payroll and HR services and software

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Please consult an attorney to obtain advice with respect to any particular question or issue.

A chalkboard with a lightbulb in the center. There are several chalk drawings on the board, including circles and arrows. The word "Agenda" is written in white on the left side of the board.

Agenda

1

Handbook Basics

2

Changes in the Past Year

3

Policies or Addendums to Include

4

Implementing the Additions to your Handbook

5

Wrap Up

“Maximizes organizations’ achievement of business objectives, enhances the value of their human capital, and minimizes legal risk” – Ten Minute Tuesday, May 2020

TEN MINUTE TUESDAY

WEBINAR SERIES COVID- 19

TUESDAYS | 8:00 am EST

Employers across the country are facing the coronavirus head on.

Join us Tuesday mornings at 8 a.m., for a quick 10-minute update on everything we know about COVID- 19!





The Basics

1. Communicate expectations for employees and provide clarification on objectives
2. Introduce employees to company culture, mission and values.
3. Ensure compliance with federal, state, and local laws.
4. Ensure consistencies in policy and procedural administration
5. Showcase benefits your organization offers.
6. And finally, a good employee handbook will inform employees where to go for help and answers.



Commonly Seen Policies

- At-Will Statement/Employment agreement
- EEOC Statement
- Conduct Statement
- Sexual/Unlawful Harassment Policies
- PTO, Benefits, Leaves Policies
- Health and Safety Section with contributing policies
- Absenteeism and Tardiness Policy
- Compensation Statement and Additional Benefits



Poll Question 1

Have you updated your handbook since March 2020?

Ask yourself:

Are these COVID-19 policies here to stay or are they “temporary”?

Here to stay?

Place in Handbook.

Here just during the active pandemic?

Create an addendum.

Working Arrangements

Telecommuting

- What tools should be used for work.
- How work can be delivered.
- How important documents will be saved and stored, including naming conventions, folder systems, and shared drives.
- What tools coworkers and managers will use for collaboration, communication, and meetings.
- Expectations for availability and how responsive workers will need to be.

Flexible Schedules

- Exemption status and overtime considerations
- Define “flexible” – set days of the week, rotating shifts, compressed work weeks, etc.
- Reporting time worked
- Ensuring ample coverage and considering core hours
- Notification of requests and expectations for availability and communication

Safety Protocols & Leaves

Safety and Hygiene

- Mask wearing and face coverings
- Voluntary or mandatory vaccination policies
- Restrictions to meetings in-person with clients or with co-workers and company events
- Business travel requirements and/or conference attendance considerations

Leaves of Absences

- Sick leave considerations and how to respond if an employee is diagnosed with COVID-19
- Vaccination leave (time off to receive the vaccine)
- Personal leaves of absences for child care
- FMLA administration (if applicable)



Poll Question 2

Which COVID-19 policies have you implemented?
Which will you keep?



Employee Handbook

Implementation

1

Debrief with management team

2

Distribute Handbooks

3

Collect Summary and Acknowledgement

- The Importance of the Policies and Procedures
- Acknowledgment of Receipt

4

Update as necessary

5

Look ahead

Resources

Stay up-to-date with changes.

Visit the Ahola website for COVID-19 resources at www.ahola.com and subscribe to our email updates.





Thank You!

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