Employment Handbooks & Policies

A well-crafted employee handbook that fully informs employees about a company's key policies is a foundational element of a legally compliant workplace. In addition to serving as an essential risk management tool, a handbook can foster a positive and more productive workplace culture by providing a clear framework of management's rules, rights, benefits and expectations for employees. Greenbaum's employment team works collaboratively with our clients to develop this critical operational document tailored to the employer's specific business needs and goals, as well as meeting all state and federal legal requirements to ensure compliance.

A comprehensive employee handbook should address a broad range of workplace issues. These include policies related to discrimination, harassment, and retaliation; family and medical leave policies; workers classification; wage and hour rules including overtime, sick leave and other leaves of absence; confidentiality and social media policies; rules on dress code, attendance, remote work, and code of conduct; and disclaimers to protect the "at-will" employment status.

Once the employee handbook has been distributed and its receipt acknowledged by all employees, it remains vital for employers to periodically review and update its content to ensure ongoing compliance with evolving employment laws. Our team assists clients in auditing existing handbooks and policies to identify any revisions needed to remain current, legally defensible, and are consistent with other employment-related documents, including employment contracts and restrictive covenants. In addition, we provide guidance related to all state and federal notice posting requirements in the workplace.

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Experience

Representative Matters

- Serve as ongoing employment counsel to a global manufacturer of high-performance magnetic products, advising on terminations, discipline, leave and disability issues, employee handbooks, and the drafting and enforcement of confidentiality and restrictive covenant agreements.
- Provides ongoing employment and compliance counsel to New Jersey REALTORS, advising on personnel matters, employment policies, and regulatory guidance to members, including application of the ABC test for independent contractors and pandemic-related compliance obligations.
- Serve as outside general and employment counsel to the U.S. subsidiary of a Norwegian-based manufacturer and retailer, handling employment litigation, executive and separation agreements, handbooks, and ongoing compliance counseling, including matters involving cross-border coordination with Norway.

Insights & More

Client Alerts

New Legislation Expands Scope of Leave and Job-Protection Obligations for New Jersey Employers: What Small Business Owners Need to Do to Ensure Compliance
2.03.26

DEI-Related Executive Orders: Employers Must Still Comply with Federal and State Anti-Discrimination Laws
3.24.25

Title III of the CARES Act: Supporting America's Health Care System in the Fight Against the Coronavirus
3.31.20

Seminars & Events

Employers' Best Practices Lunch and Learn Seminar
3.14.22

Employee Handbooks in 2022: What the Pandemic Has Taught Us
3.02.22