



**sixfifty**

# Employment Policies after the Pandemic

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April 7, 2021

\* Although we will be providing legal information during this webinar, we will not be providing legal advice. If you have a legal question about your specific situation, we suggest consulting a lawyer.

# Agenda



- Introductions
- Employee Handbooks
  - Purposes
  - Effects of Pandemic
  - Practical Tips
- Specific policies that have been affected by the pandemic.
- SixFifty's Employee Handbook Solution
- Questions and Answers

# Employee Handbook Part I

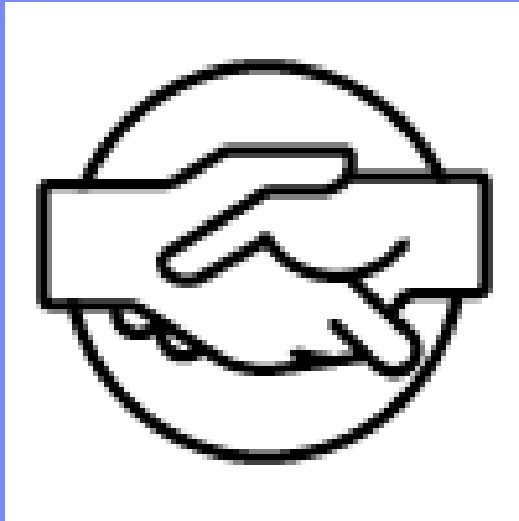


Purpose: Serve as Resource for Employees

Effect of Pandemic: Employees have more questions and fewer opportunities to ask them.

Practical Tips: Make your employee handbook **easy** to find, navigate, read and understand.

# Employee Handbook Part II



Purpose: Set Expectations – what the company expects of its employees and what employees can expect from the company.

Effect of Pandemic: New work environments can lead to unclear expectations.

Practical Tips: Make your employee handbook **comprehensive** and **customized** to your company's needs.

Employee  
Handbook  
Part III



Purpose: Meet Legal Needs

Effect of Pandemic: Employees are working in different places and settings.

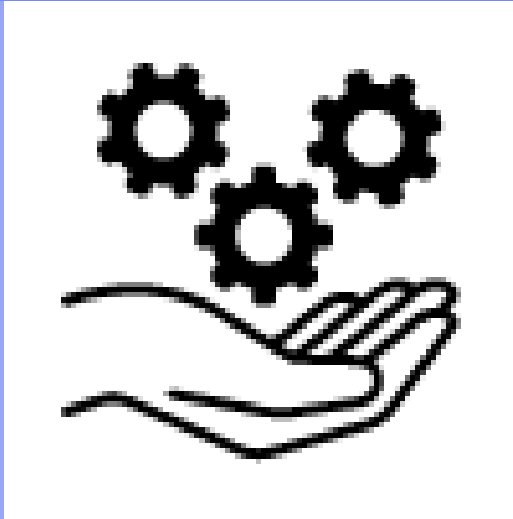
Practical Tips: Make sure your employee handbook is **current** on the law and **matches your company's footprint**.

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California		
Required Federal Policies	Required State Policies	Optional Policies
<ul style="list-style-type: none"> <li>➤ Equal Employment and Anti-Discrimination Policy</li> <li>➤ Sexual Harassment Policy</li> <li>➤ Family Medical Leave Act (FMLA) Policy (50 Employees)</li> <li>➤ Military Service Leave</li> <li>➤ Jury Duty Leave</li> </ul>	<ul style="list-style-type: none"> <li>➤ FMLA (state-specific) (5 Employees)</li> <li>➤ Meal and Rest Breaks</li> <li>➤ Health and Safety Policy</li> <li>➤ Lactation Accommodation</li> <li>➤ Outside Employment Policy</li> <li>➤ Paid Time Off</li> <li>➤ Paid Sick Leave (including separate policies for Berkeley, Emeryville, Los Angeles, Oakland, San Diego, San Francisco, and Santa Monica)</li> <li>➤ Pregnancy Leave (5 Employees)</li> <li>➤ Organ, Bone Marrow, and Blood Donor Leave (15 Employees)</li> <li>➤ Domestic Violence Leave (25 Employees)</li> <li>➤ Crime Victim Leave</li> <li>➤ Military Service Leave (state-specific)</li> <li>➤ Jury Duty Leave (state-specific)</li> <li>➤ Voting Leave</li> <li>➤ Witness Duty Leave</li> <li>➤ Civil Service and Air Patrol Leave (15 Employees, 50 Employees)</li> <li>➤ School Activity Leave (50 Employees)</li> <li>➤ School Appearance Leave</li> </ul>	<ul style="list-style-type: none"> <li>➤ Health and Safety Policy</li> <li>➤ Social Media Policy</li> <li>➤ At-Will Employment Policy</li> <li>➤ Telecommuting Policy</li> <li>➤ Temporary Relocation Policy</li> <li>➤ Employee Benefits Policy</li> <li>➤ Timekeeping for Non-Exempt Employees Policy</li> <li>➤ Overtime Policy</li> <li>➤ Salary Pay for Exempt Employees Policy</li> <li>➤ Payroll Deductions Policy</li> <li>➤ Payment of Wages Policy</li> <li>➤ Direct Deposit Policy</li> <li>➤ Business Expense Reimbursement Policy</li> <li>➤ Holidays</li> <li>➤ Workers' Compensation</li> <li>➤ Bereavement Leave</li> </ul>

Idaho		
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Employee  
Handbook  
Part IV



Purpose: Help Create Company Culture

Effect of Pandemic: More difficult to create and maintain company culture.

Practical Tips: Use mission statements, statements of values, and company policies to help **create** and **reinforce** company culture.



## Employee Handbook - Summary

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- Having a good employee handbook is more important than ever.
- Consider the purposes your employee handbook serves in your current work environment.
- Ensure that your employee handbook is:
  - Meeting your company's needs now
  - Will continue to meet your needs as your company grows and evolves

# Key Policies



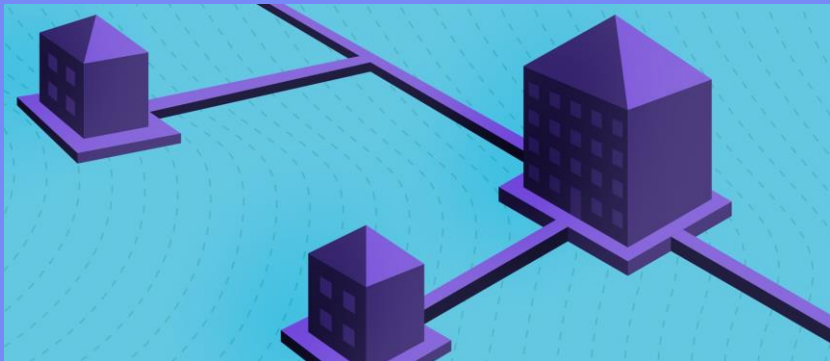
- Transitional
- Post Covid-19
- Review, Revise, or Add

# Telecommuting Policy



- Possibly hastily created policies
- **Considerations:**
- Eligibility
- Work Location
- Workspace expectations
- Timekeeping and Schedule

# Temporary Relocation Policy



- Works in Tandem with Telecommuting Policy
- Help the Company and the Worker consider all of the legal implications
- Business registration and Tax Implication
- How?
- What qualifies as temporary?
  - Duluth and St. Paul Sick Leave

# Health and Safety Policy



- Lots of changes came with Covid-19
- What does this policy look like going forward?
- Just the Flue leads to 1-6 working days lost on average and lost productivity even if worker isn't absent <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4676746/>
- Consider maintaining some of the new health protocol in the workplace

# Sick Leave Policy



- One of the most complicated policies in the absence of Covid-19
- Help establish procedure, expectations, and maintain workflow
- Boost productivity by reducing employee illness
- Legally mandated in many places
- Covid-19 Changes
  - California new Supplemental Paid Sick Leave

# EEO and Anti-Discrimination Policy



- Title VII and the ADA
- Updates and State-Specific Protected Classes
  - June 2020 Altitude Express Inc. v. Zarda
- Protected Classifications and Vaccination

# Technology Systems



- With remote working the line between company and personal property may have become blurred
- Clear rules and guidelines can prevent future problems
- **No Expectation of Privacy**
- What technology resources employees have available to them
- Expected behavior while using company technology or personal technology while working.



# sixfifty

Employee

Handbook

## Features:

- Assessments
  - State
  - Policy
- Customized Handbook
- Monthly Updates

# Sample Employee Handbook Update

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## Summary of March 2021 Updates to the SixFifty Employee Handbook

We continue to update the Employee Handbook Toolkit to reflect the latest federal and state law requirements as well as best practices. Below is a summary of the updates that we made to the Employee Handbook Toolkit in March 2021.

- The **Social Media Policy** has been updated to add a section on internal social media (e.g. Slack, Teams, or other internal messaging systems), specifically that the company will moderate all content and internal social media should not be used to solicit or promote personal businesses; add a definition for “Social Media” that includes any internet-based media created through social interaction; and add a section on respecting the privacy of other employees. The Social Media Policy been updated to clarify that the policy does not limit employees’ rights to engage in legally protected activities, such as discussing their wages or other terms of employment.
- The **Sick Leave Policy** has been simplified so companies can select which state law paid sick leave policy(ies) to include in the Employee Handbook and the state requirements are automatically included without answering additional questions.
- **Wyoming Witness Duty and Wyoming Crime Victim Leave Policies** were added to the Employee Handbook in accordance with [Wyoming Statutes § 1-40-209](#).
- **Nebraska Witness Duty and Nebraska Crime Victim Leave Policies** were added to the Employee Handbook in accordance with [Nebraska Revised Statutes § 81-1848](#).

We have updated both the **Employee Handbook** and the individual document generation tools in the Policy Library for **Social Media Policy, Sick Leave Policy, Witness Duty Leave Policy, and Crime Victim Leave Policy**. Employers who generated their handbook or policies prior to March 18, 2021 may want to regenerate their Employee Handbook or individual policies mentioned above so that their documents contain the latest updates.

We are continually assessing and reviewing additional policies that could be included in the Employee Handbook. We anticipate adding a Videoconferencing Policy and a Workplace Pet Policy to the Employee Handbook in April 2021, but please let our Customer Support Team know of any additional policies that you would like to see included in the Employee Handbook by emailing [support@sixfifty.com](mailto:support@sixfifty.com).

# Questions and Answers

[www.SixFifty.com/handbook](http://www.SixFifty.com/handbook)