

# DRAFTING AND ENFORCING EMPLOYER POLICIES THROUGH AN EMPLOYEE HANDBOOK

**FEBRUARY 19, 2025 - WEBINAR**

Approved by DCA - CMFO 2 CEU's - Office Mgt/Ancillary Subjects  
Approved by DCA - CCFO 2 CEU's - Office Mgt/Ancillary Subjects  
Approved by DCA- RMC - 2 CEU's - Professional Development  
Approved by DCA- CPWM - 2 CEU's - Management  
Approved by DCA - QPA - 2 CEU's - Office Administrative/General Duties  
Approved by DCA - CTC - 2 CEU's - General/Secondary Duties  
Approved - CPA, RMA, PA - 2 CPE's - Management

**10am to 12pm Webinar Timeframe - \$50 per person**

An employee handbook is an essential document that outlines your municipality's policies, procedures, and expectations for its employees. It is a reference guide for your employees, helping them understand their rights, and responsibilities. A well drafted employee handbook can avert confusions, reduce conflicts, and make sure that your municipality is in conformity with all legal obligations.

Drafting an employee handbook may be difficult, but it is a vital phase in creating a professional and structured environment. This inclusive process will take you through the procedure of creating a operative employee handbook that meets your municipality's distinctive goals and creates a goal oriented workforce.

Employee negotiation agreements require careful planning and enforcement to confirm they are legally binding and enforceable. Vital requirements include clear and plain dialect, and mutual requirements. Picking the right arbitrator and complying with federal and state laws are also essential. Normal drafting errors, such as unclear language and overlooked exemptions, can invalidate the agreement. By understanding the details of arbitration agreements, employers can steer the complexities and effectively manage disputes, leading to a more streamlined and efficient resolution.

This webinar will review some of the important contents in drafting employee handbook and enforcement.

**PRESENTERS: Raymond Wiss, Esquire & Timothy Wiss, Esquire**

**With the Firm of Wiss and Bouregy, PC**

## CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Just send your check with the application form!  
You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.

*Michael F. Conti*

Michael F. Conti, Program Coordinator