



Seminars

Getting It Write: Hot Topics In Independent School Employee Handbooks

Sara Goldsmith Schwartz will outline the key issues for an independent school that is ready to update its employee handbook for legal compliance and best practices, has never implemented an employee handbook – or is considering replacing the employee handbook in existence.

We will provide a model table of contents and offer practical suggestions for keeping your employee handbook updated and current.

Topics will include:

- Key Policies In An Ideal Employee Handbook For Your School
 - Is Your Employee Handbook Updated To Reflect Best Practices And Legal Standards?
 - Does It Comply With Applicable State-Specific Requirements?
 - Does It Have All The Bells And Whistles For Code of Conduct, References And Drug-Free Workplace?
 - Does It Address The Common Traps For Unwary Schools?
- The Top 10 Policies That Every School Should Implement, From Mandated Reporting To Sexual and Other Harassment

Who should attend?

Head of School	Dean of Faculty
Chief Financial Officer	Head of Upper School
Business Manager	Head of Lower School
Director of Human Resources	

REGISTRATION NOW OPEN

LOCATION

Schwartz Hannum PC Webinar

DATE AND TIME

April 29, 2019

12:00 p.m. - 1:30 p.m.

REGISTRATION DEADLINE

April 26, 2019

TUITION

\$100

To register, please contact Kathie Duffy at (978) 623-0900 or kduffy@shpclaw.com