



## Getting It Write: Drafting An Employee Handbook For The School Environment

In 90 minutes, this webinar will outline the key issues for any independent school that has either not implemented an employee handbook or is ready to update it for legal compliance and best practices.

We will provide a table of contents for a model handbook, as well as sample policies and checklists to use in preparing the ideal employee handbook for an independent school. We will also offer practical suggestions for keeping the employee handbook updated and current for compliance with state and federal laws. Every state has unique requirements, and we will address these distinctions.

### Topics will include:

- The Key Policies In The Ideal Employee Handbook For Your School
  - Is Your Employee Handbook Updated To Reflect Best Practices And Legal Standards?
  - Does It Comply With State-Specific Requirements Of Your State?
  - Does It Have All The Bells And Whistles For Electronic Communications, Anti-Hazing And Anti-Bullying?
  - Does It Address The Common Traps For Unwary Schools?
- The Top 15 Policies That Every School Should Implement, From Electronic Communications And Acceptable Use, To Anti-Hazing And Anti-Bullying.

### Who should attend?

Head of School

Chief Financial Officer

Business Manager

Director of Human Resources

Dean of Faculty

Head of Upper School

Head of Lower School

Dean of Students

**REGISTRATION FOR  
LUNCH-TIME WEBINAR  
SERIES FOR INDEPENDENT  
SCHOOLS NOW OPEN!**

**LIVE MEETING WEBINAR**

**MARCH 6, 2012**

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

**REGISTRATION DEADLINE**

**March 2, 2012**

**TUITION**

\$100

If a school registers for three or more seminars, the total tuition will be reduced by \$50.

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

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