

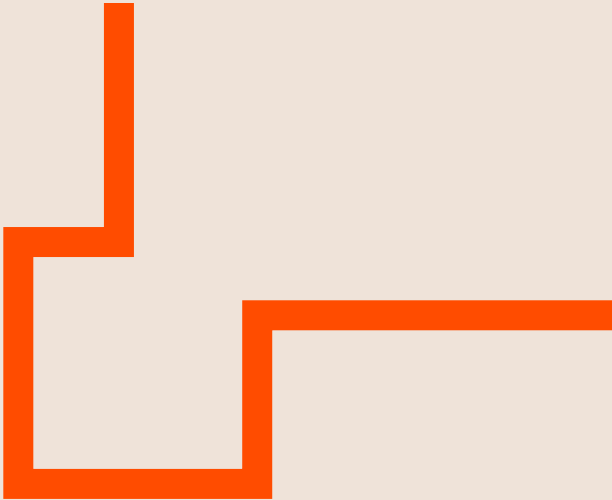
Mineral™



Handling Handbooks:

Best Practices and Considerations for Multi-State Employers

Presented by:
Marisa Stribling, SPHR



April 4th, 2023



An aerial photograph showing a winding asphalt road that curves through a landscape of dense green trees and patches of reddish-brown soil. The road is the central focus, with a white car visible on one of the curves. The overall scene is a mix of natural greenery and cleared land.

Housekeeping

- We will be emailing you the slides and recording
- Add questions to the Q&A panel
- Please participate in our poll + post-webinar survey

Our Speaker



Marisa Stribling, SPHR
Advisory Services Manager, Mineral

Agenda



- Handbook Basics and Purpose
- When to Update
- Best Practices
- Multi-State Complexities
- How We Can Help
- Q&A

Let's Get a Baseline:

FAQs about policies and handbooks,
answered



What is the purpose of a handbook?

- Outlines mission and values
- Communicates expectations
- Outlines manager responsibilities
- Clearly explains policies
- Showcases the benefits you offer
- Covers federal and state laws
- Helps defend against employee claims
- Tells employees where to turn for help

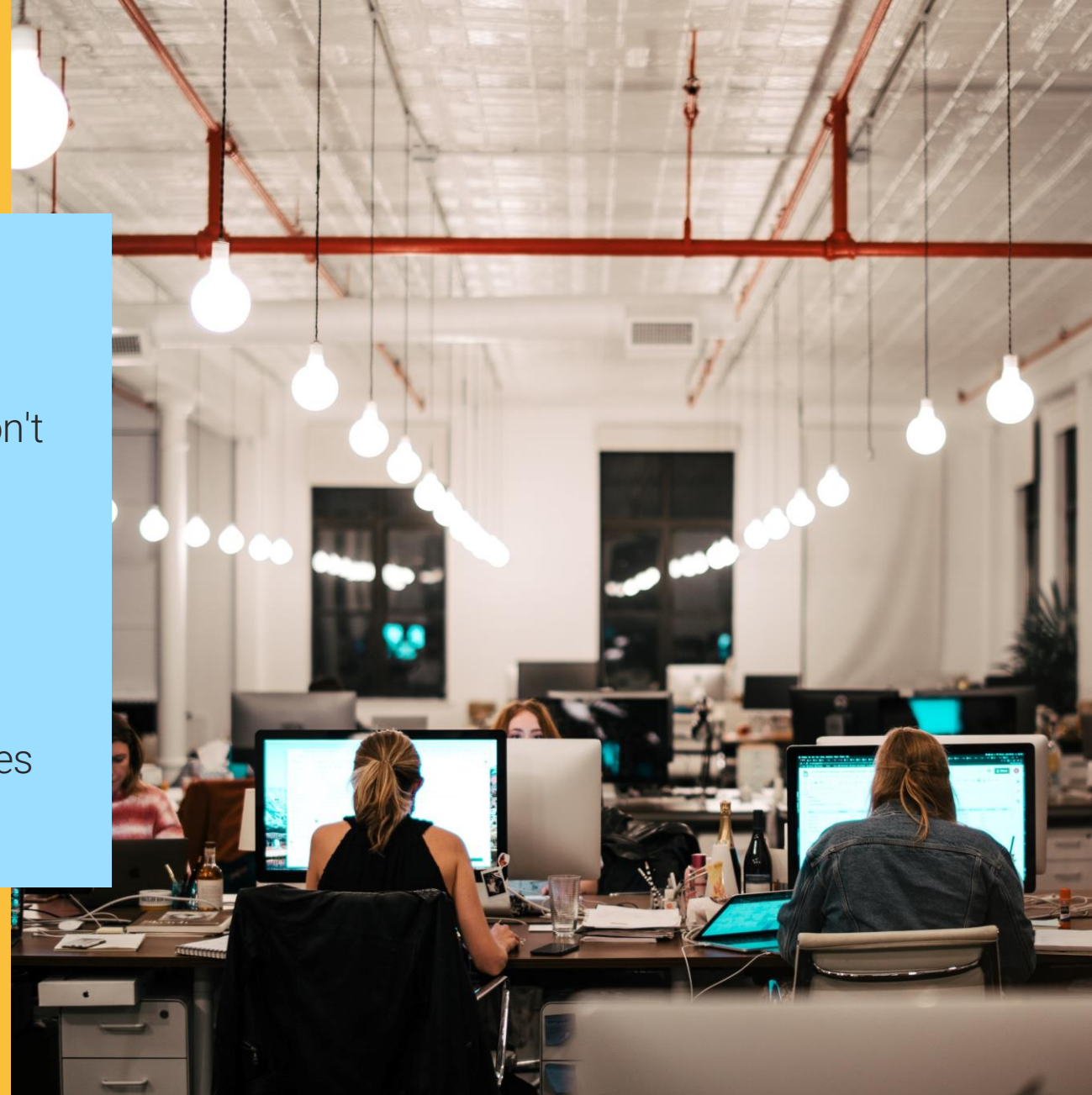
What does it *not* do?


- Should not be an operations manual
- Should not function as an employment contract
- Should not promise continued employment



Who is your audience?



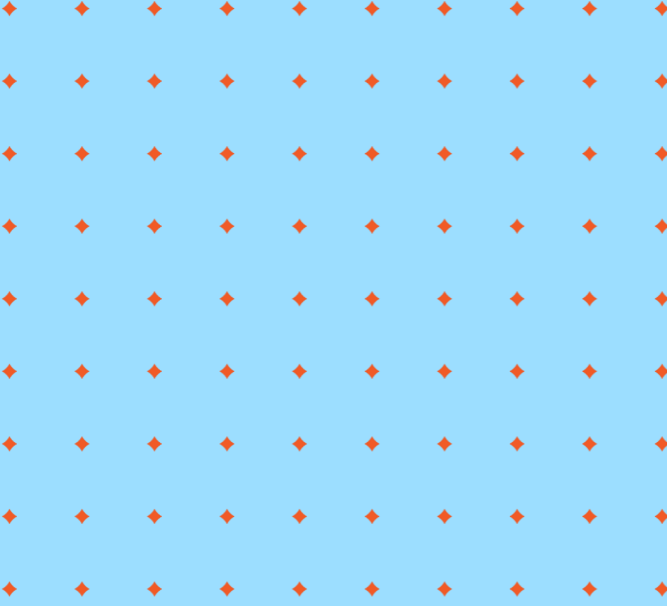
- The handbook is a resource for *employees* – it won't include every law an employer needs to know
- The handbook is for employees only – not contractors or volunteers
- The handbook should address the laws and policies relevant to each employee reading it





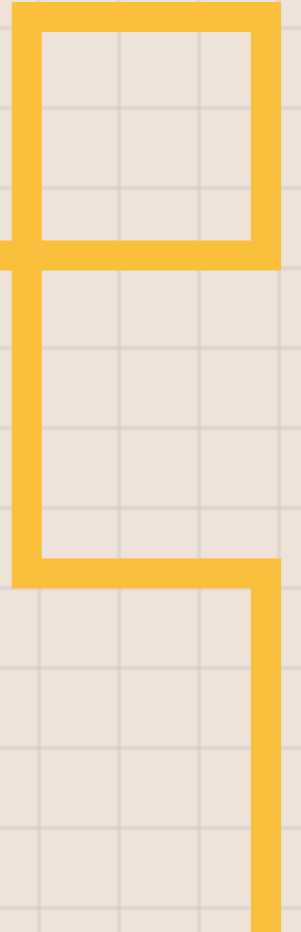
When should you update your handbook?

- Anytime there is a regulatory change impacting company policies
- Significant changes to company policies
- Changes in the organization
- Changes in staffing



You want to update proactively as things evolve –not just yearly or if there is a problem.

Best Practices





One size does not fit all!

Different state and local policies and different employee types, plus different approaches payroll, paid leave, and benefits, will all impact what needs to be in your handbook and how it's used by your workforce.

More state specifics

- Sick leave
- Family leave
- Lactation accommodations
- Jury, witness, voting leave
- Domestic violence leave
- Disability leave
- Bereavement leave
- Meal and rest periods



Key policy that varies by state:

Equal Employment Opportunity (EEO)



Federally protected classes

Race, Color, National Origin, Age, Religion, Sex, Sexual Orientation, Gender Identity, Disability, Military or Veteran status, Genetic Information

Classes protected by some state laws

Lawful Off-Duty Conduct, Off-Duty Use of Lawful Products, Natural Hairstyles, Traits Associated with Race, Political Affiliation, Marital Status, Familial Status, Credit Report or Credit Information, Arrest Records, AIDS/HIV, Domestic Violence Victim Status, *and more!*

Key policy that varies by state:

Sexual and other unlawful harassment

This policy should include:

- A statement that you are committed to preventing and eliminating unlawful harassment
- Examples of prohibited conduct
- Assurances that you will not retaliate
- An explanation of manager responsibilities
- Instructions on how to lodge a complaint – possibly including the state DOL's phone number



It's a lot...

- Track laws
 - Interpret laws
 - Incorporate best practices
 - Decide what to include
 - Craft policy language
 - Get necessary review
 - Update handbook
 - Send to employees
 - Collect acknowledgment
- ...and repeat!



Do as You Say

Having policies that you don't enforce can be more dangerous than having no policies at all!

How Mineral Can Help





Smart Employee Handbook Plus

Foundation to HR and compliance success

- Receive timely alerts and updates
- Stay current with the latest HR and legal employee policies
- Build federal and multi-state compliant handbooks
- Manage employee e-signatures
- Generate a Spanish-language version to support your diverse workplace



Smart Employee Handbook

You potentially already have access to this tool.



Single State and
Federal Compliance



Automatic Policy Alerts to easily
review & update policies in real-time



Policy Language provided
by HR & legal experts

Smart Employee Handbook Plus

Upgraded offering that includes **all** Smart
Handbook features, plus:



Multi-State and
Federal Compliance



Employee E-Signature
Acknowledgment



Spanish Translation

Guided HR Compliance

Manage complex challenges and get ahead of HR and compliance with confidence.



Dedicated HR Expert

Work with a dedicated Mineral Expert who understands your business, needs and goals for successful HR and compliance.



Smart Employee Handbook Plus

Create and maintain federal and multi-state employee handbook including e-signatures and Spanish translation.



Workplace Harassment Prevention

Assign and track interactive courses aligned to state mandates and best practices - including DE&I training.

Poll Question

Interested in Smart Employee Handbook Plus or Guided HR Compliance?

Q & A Session



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