

## Employee Handbook Updates to Make Now

### **Document retention and destruction policies**

With changing evidentiary duties in the courts, employers should make sure that their document retention and destruction policies apply to all electronic data and records. The policies need to be clear, consistently followed, and allow for separation and preservation of files in the event that litigation is anticipated or likely.

### **Workplace Solicitation Policies**

Employers need to ensure that their workplace rules on commercial and group solicitations are content neutral and apply for all work times and areas. Otherwise it may be difficult to enforce “don’t do it at work” rules on the books.

### **Use of Equipment, Software and Internet for Personal Purposes**

Limit personal use of text messaging, blogging, and social network sites in your policies. You may want to allow a reasonable amount of time for personal communications so long as it does not interfere with work assignments. Limit an employee’s expectation of privacy for any use of these county systems or access during working hours or off. Work systems should be for work or the exceptions should be narrowly and clearly laid out. Inform employees that with personal use comes potential personal liability. Make sure that your logon screens state your policy restrictions loud and clear and pop

up each time they log on, use their phone applications, or go to the internet.

### **Health Related Benefit Changes**

Expect that contracts for life, health, and incidental insurance coverages may be changing over the next few years. Review your policies with clarity and flexibility as your goal.

### **FMLA and GINA changes**

If you have not already modified the absence and tardiness reporting rules, the restriction on supervisors’ contact with medical providers and the military leave provisions under FMLA, do so immediately. Add Genetic Nondiscrimination to the list of EEO classes in all your policies and procedures.

### **IRS Requirements**

If you have to comply with new IRS requirements that apply to any of your entities, make sure you send out a written compliance memo to ensure that everyone is aware of the changes.

For more information, contact CTSI at 303-861-0507.