

BIENVS

for smaller firms

Los Angeles criminal-defense attorney Richard D. Kaplan is new Section Chair

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RULES *Resolutions*

New Years is the perfect time to use this checklist for a focused annual employment law check-up

By Susanne Marie Bendavid-Arbiv

Answer Yes or No to the following questions:

✓ **Have you reviewed and revised your employee handbook within the last 12 months?**

Yes No

✓ **Have you conducted employee and supervisor training on unlawful harassment and discrimination within the last 12 months?**

Yes No

✓ **Have you circulated policies on how employees can report claims of misconduct in the workplace, including harassment and discrimination?**

Yes No

✓ **Have you recently trained your managers on how to respond to employee complaints?**

Yes No

✓ **Have you recently reviewed your payroll practices to ensure you are in compliance with the numerous wage and hour laws?**

Yes No

✓ **Have you recently reviewed your employees' records to confirm they are taking their required meal and rest breaks?**

Yes No

✓ **Have you posted and/or distributed all the legally required posters and notices?**

Yes No

✓ **Does your job application and offer letter contain at-will language and integration clauses protecting your right to fire an employee without cause?**

Yes No

If counsel's or clients' answers to any of these questions is NO, the employer likely has liability exposure and may not even know it! Counsel and clients should take action immediately to reduce the risk that an employer's own internal records can be used against it in claims before the Labor Commissioner, the Employment Development Department, the Department of Fair Employment and Housing or the Court.

Susanne Marie Bendavid-Arbiv is Chair of the Employment Practice Group and a partner with Encino's Lewitt Hackman, (818)990-2120.

She focuses her practice on counseling employers on employment-related issues, in preparing handbooks, policies, employment agreements and resolving disputes.