



# Drafting an Employee Handbook: What You Need to Know (Quick Prep)

*Mona Mehta Stone*

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## **Drafting an Employee Handbook: What You Need to Know (Quick Prep)** Mona Mehta Stone

Drafting an Employee Handbook is a user-friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes. Most businesses adopt a reactive approach to addressing employment policies, only worrying about them after an issue arises or someone complains. However, a well-written handbook can be a forceful shield against potential grievances and costly litigation. Moreover, it can improve employee morale, increase productivity, and forestall complaints. Drafting an Employee Handbook is a must-have for human resources professionals, in-house legal counsel, compliance officers, supervisors, or any employer who wants to learn how to create better business practices, minimize workplace disruption, and improve employer/employee relations. Written by an experienced labor and employment attorney, this easy-to-follow guide explains the advantages of having an employee handbook and the risks of not having one. You will learn how to draft new policies, update existing ones, and watch for legal compliance. Complete with sample policies and forms, this book will instruct you on how to create and enforce an employee handbook that fits your needs.

### About the Author

Mona Mehta Stone, Of Counsel in Greenberg Traurig's Phoenix office, has extensive labor and employment experience representing clients throughout the country, ranging from individuals and small businesses to international corporations. She routinely advises companies on employment policies and agreements; compliance with local, state, and federal laws; and employee disputes. Her practice includes proactively guiding clients on prudent interviewing, hiring, discipline, and termination issues. Having defended numerous employee complaints, Ms. Stone is a frequent speaker at conferences and client training sessions, and she was named one of Illinois' "Top 40 Attorneys Under 40" in 2008. She earned her J.D. from Tulane University School of Law in 1997.

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