



HOPKINS & HUEBNER, P.C.

Fall Employment Seminar | Thursday, October 3, 2019

The Iowa State Bar Association | 625 East Court Ave, Des Moines, IA

AGENDA

- 12:00-12:30 PM **Registration and Lunch** - *Catering by Trellis Café*
- 12:30-1:00 PM **One Size Does Not Fit All** – Dan Johnston
When to have an employee handbook and how big the handbook should be based on company size and number of employees.
- 1:00-1:30 PM **What's in the Box?** – Brent Hinders and Eric Updegraff
Seven key factors that should be included in an effective employee handbook.
- 1:30-2:00 PM **How to Proof a Handbook** – Hugh Cain and Brent Hinders
How to write both effective handbooks and policy manuals.
- 2:00-2:30 PM **BREAK**
- 2:30-3:00 PM **Where Handbooks Go Wrong** – Hugh Cain
Writing handbooks to avoid violating state and federal laws.
- 3:00-3:30 PM **Discipline Policies** – Hugh Cain and Eric Updegraff
Employee discipline and performance policies and procedures.
- 3:30-4:00 PM **Q&A Discussion**
Our attorneys are here to answer your questions about employee handbooks, policies, and procedures.
- 4:00-6:00 PM **Private Reception** - Della Viti, 425 East Grand Avenue
Join us after the seminar for a private reception at Della Viti wine bar. Drinks and appetizers provided by Hopkins & Huebner, P.C.

Total CLE Hours Approved: 4.0 – Activity ID # 336055

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