



JOERG LISZKA LAVERTY SENECZKO P.C.

Management-Side Labor and Employment Law

Winter Workshop Series

Drafting an Employee Handbook

How long has that employee handbook been sitting on your desk, waiting to be drafted, updated and/ or finalized? Now is your chance to take advantage of this unique opportunity! Wessels Sherman is introducing its "Winter Workshops," a series of hands-on workshops designed to assist employers with common, but difficult and nagging day-to-day legal issues – like drafting that handbook you have been meaning to get to for months.

Attendees are encouraged to bring along their "work in progress" and see how it stacks up. All attendees will receive a complimentary copy of Wessels Sherman's "Model Handbook for Wisconsin Employers," which includes sample policies covering the FMLA, electronic communications, vacations/PTO, attendance, harassment, work rules, and much more. The program will review the model handbook and address the following questions, among many others:

- Do I need a handbook?
- What policies are required by law?
- What types of things should be included in a handbook?
- What types of things should not be included in a handbook?

Presenter: Attorney Alan E. Seneczko, Wessels Sherman law office
 Date: Thursday, January 28, 2010
 Time: 8:30 a.m. – 10:00 a.m. (Registration: 8:00 a.m.)
 Fee: \$25.00
 Location: Olympia Resort and Conference Center, Oconomowoc, WI

**Be sure to watch for our next Winter Workshop:
 The "Salaried" Employee: Who it Includes – and Who it Does Not!**

Name: _____ Company: _____
 Address: _____ City/Zip: _____
 Phone: _____ Email (optional): _____

Registration and payment should be mailed to:

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