

# EMPLOYEE HANDBOOKS & POSTER REQUIREMENTS

**Massachusetts Staffing Association Webinar  
Presented by Becker Staffing Group  
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# INTRODUCTION

# EMPLOYEE HANDBOOKS

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## IMPORTANCE OF HAVING AN EMPLOYEE HANDBOOK

# EMPLOYEE HANDBOOKS

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## What Should Go Into Your Handbook?

# SUGGESTED POLICIES

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## 1. DISCLAIMER

# SUGGESTED POLICIES

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## 2. Equal Employment Opportunity Policy

# SUGGESTED POLICIES

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## 3. Americans with Disabilities Policy

# SUGGESTED POLICIES

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## 4. Anti-harassment and Discrimination Policies



# SUGGESTED POLICIES

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## 5. Whistleblower

# SUGGESTED POLICIES

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## 6. Communication Media Policy

# SUGGESTED POLICIES

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## 7. Workweek and Pay

# SUGGESTED POLICIES

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## 8. Overtime

# SUGGESTED POLICIES

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## 9. Drugs and Alcohol

# SUGGESTED POLICIES

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## 10. Paid Time Off

# SUGGESTED POLICIES

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## 11. Leave of Absences

# SUGGESTED POLICIES

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## 12. Lactation Break Policies



# FEDERAL POSTERS

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## “Employee Rights Under the Fair Labor Standards Act” Poster

# FEDERAL POSTERS

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“Job Safety and Health: It’s the Law” Poster (OSHA)

# FEDERAL POSTERS

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“Employee Rights and Responsibilities Under the Family and Medical Leave Act” (FMLA)

# FEDERAL POSTERS

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## Pay Transparency Nondiscrimination Provision

# FEDERAL POSTERS

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## Migrant and Seasonal Agricultural Worker Protection Notice

# FEDERAL POSTERS

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## Employee Polygraph Protection Act Notice (EPPA)

# FEDERAL POSTERS

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## “Your Rights Under USERRA” Poster

# MASSACHUSETTS' POSTERS

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## Massachusetts Wage and Hour Laws



# MASSACHUSETTS' POSTERS

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## Fair Employment Law

# MASSACHUSETTS' POSTERS

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## Parental Leave Act

# MASSACHUSETTS' POSTERS

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## Information on Employees' Unemployment Insurance Coverage

# MASSACHUSETTS' POSTERS

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## Workers' Compensation

# MASSACHUSETTS' POSTERS

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## Earned Sick Time

# MASSACHUSETTS' POSTERS

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## Job Safety and Health

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## Temporary Worker Right to Know

# MASSACHUSETTS' POSTERS

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## Domestic Worker Rights



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# Q & A



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