

## Got a “gnarly” employee handbook from 1982?

Dude. That’s risky business these days!

“This is outrageous!”

The boss was perusing a copy of the report he’d recently asked me to research.

“How do you expect me to use any of this information? This research is all old. It’s completely outdated and you want me to base important company decisions on this? What were you thinking?” he shouted.

“I simply used the materials you have here in the office for us,” I replied, “Like that set of encyclopedias from 1982 over there.” I pointed to a collection of dusty books on a shelf nearby.

The boss turned and stared, dumbfounded. Indeed, there were the encyclopedias; a set he’d never bothered to get rid of or replace with more current information. He had never thought, however, that anyone would actually USE that old data!

Could this happen at your company? Of course not, right? You and your employees are far too savvy to use outdated information to make decisions on important situations taking place in your corporate culture now in 2013!

Yet this is exactly what can happen if you’re using things like an outdated company handbook to help you dictate behavior in today’s environment. If you have a handbook, yet do not know when it was last updated, now’s the perfect time to pull it out, dust it off, and make some changes that bring it into this decade.

Ideally, handbooks should be updated once a year. Why? The policies you put in place when you first drafted the document may not coincide with existing laws, as they are constantly changing. A handbook created even just a few years ago may not contain critical information regarding changes to FMLA, ADA, EOE, cellular phone usage, social media, workplace violence and drug and/or alcohol use, among other things.

Not only is it simple to update your documentation to include crucial current policy changes, it can save you from possible litigation should your employee handbook (or lack thereof) be called into question.

Here are some critical areas to consider updating:

- Paid Time Off Policies including leave of absence
- Family Medical Leave (FMLA) and State leave policies
- EOE guidelines
- Social media dos and don'ts
- Anti discrimination & harassment & bullying policy changes
- Workplace violence
- Cellular phone policies

Don't run your company on policies from 1982. Take the time to update your corporate documentation! Contact McCloskey Partners today to learn how.

McCloskey Partners, LLC 623 W. Market Street, Perkasie, PA 18944; 215-453-1978 phone; 215-220-3422 fax; [www.mccloskeypartners.com](http://www.mccloskeypartners.com); email [info@mccloskeypartners.com](mailto:info@mccloskeypartners.com).

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