

## **California Employee Policies and Handbook Guidance**

By Carmela J. Woll, Esq.

Increasingly, out-of-date and noncompliant employee handbooks and policies are sources of expensive litigation. Consequently, the Law Office of Carmela J. Woll believes that front-end, proactive lawyering in these matters can save clients substantial costs in legal fees while also streamlining internal operations.

### **Employee Policies and Handbooks—Drafting and Review**

Attorney Carmela J. Woll provides small businesses and startups with the legal advice they need in order to successfully navigate the often hazardous and constantly changing employment law terrain they face. In doing so, she draws on her years of experience as a businessperson and as a lawyer who has focused her entire practice solely on business and employment matters.

We appreciate the importance of these foundational items for the future success of our small-business and startup clients. For that reason, we provide drafting and audit services with respect to a number of important matters related to employment policies and handbooks, including:

- Creation of legally compliant policies
- Review of existing documentation and updates for legal compliance
- New Paid Sick Leave Requirements
- Proper treatment of Overtime hours
- Benefits such as Vacation/Paid Time Off
- Leaves of absence
- Termination
- Discipline
- Rules of conduct

The Law Office of Carmela J. Woll delivers these services in a personally tailored manner. We can do so because our firm as a whole is committed to providing clients with the individual attention these matters require.

**To contact us for more information, please visit [www.carmelawoll.com](http://www.carmelawoll.com)**