

HUMAN RESOURCES WEBINAR SERIES

[Time To Review and Update Your Employment Policies: Get Ready for 2024](#)

with **Danny W. Jarrett, Esq.**

Office Managing Principal and Office Litigation Manager

Jackson Lewis, Albuquerque office

and **Steven Meilleur, Ph.D., SPHR**

Sr. Vice-President and Risk Services Consultant

Poms & Associates

Thursday, November 16, 2023

10:00 a.m. - noon MST

9:00 a.m. - 11:00 a.m. PST

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If you haven't updated your employment policies at least five times in the past 12 months, it is probably out of date. With 2024 around the corner, it's time to review and update your employee handbook, if you haven't already done so, to ensure it is legally compliant and reflects the latest developments affecting HR and employment.

Several significant legal changes have happened in recent years, especially on the state and local levels, that have or will have a substantial impact on workplace policies. An updated handbook is critical for communicating workplace policies on employee conduct and performance. It can also serve as evidence and may minimize employer liability in case of a lawsuit.

We will look at common mistakes made in policy manuals, new and essential policies your manual should include, and NOT include, policy changes for 2023-24, preparing multi-state policy manuals, and proper language to use to keep you out of trouble. This practical webinar will also discuss best practices for writing policies, procedures, and supporting documentation to help you develop logical and easy-to-understand documents. We will also explore tips for writing proper policies and traps to be avoided in your policy manuals and for assuring that organization-wide policies and practices are uniformly enforced.

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About Danny W. Jarrett

Danny W. Jarrett is the office managing principal and the litigation manager of the [Albuquerque, New Mexico, office of Jackson Lewis P.C.](#) He is a New Mexico native and has been certified as a specialist in labor and employment law by the New Mexico Supreme Court Board of Legal Specialization since August of 2008.

Danny previously served as vice-president and corporate counsel for a national healthcare company. His duties included managing all operations of a multi-state company with over 400 employees, overseeing all human resources functions, and organizing corporate restructuring.



About Steven Meilleur

Steven G. Meilleur, Ph.D., SPHR is a Sr. Vice-President and Risk Services Consultant for Poms & Associates, specializing in human resources and employment matters. He has more than 40 years of experience in HR management, Risk Management, and Organizational Development in the public, private for-profit, and private non-profit sectors, and has served as the HR Director for the City of Rio Rancho, NM.

Steven is a Lecturer on the faculty of the UNM Graduate School of Public Administration, teaching in the areas of human resource management, leadership, organizational behavior, strategy and change, and NPO management.

Mark your calendar for this upcoming HR Webinar from Poms & Associates:

Conducting an I-9 Self-audit for Compliance: Identifying and Correcting Problems to Avoid Legal Problems and Penalties

Friday, December 8, 10:30am-noon MST/9:30-11:00am PST

The New FLSA Exemption Rule: How to Properly Classify Your Employees

Thursday, January 11, 2024, 10:00 a.m. - noon MST/9:00 - 11:00 a.m. PST