



Employer Toolkit Checklist



Over the years, we have found a number of smaller employers and non-profits are missing key resources to set themselves up for success with their employees. These things can include handbooks, comprehensive policies and procedures, and agreements. Additionally, many of these clients do not have an employment attorney that they can reach out to for on-the-spot counseling, a role that has become more and more important during the pandemic but is necessary even during a more ordinary course of business.

The Wiley employment team is seeking to fill this gap by offering a set of “front-end,” pre-dispute services to existing firm clients or for our association clients to offer to their members. This service could be included in existing retainer agreements or in a separate retainer-type arrangement.

As part of that fee arrangement, we would first work with the client to determine what basic documents they need in their arsenal or to review existing documents for up-to-date compliance with the law or best practices. We have created the below checklist as a starting point for determining what may be missing or should be reviewed. In addition to updating or creating the necessary documents and policies, we would also be available for day-to-day counseling to understand and implement best practices when using these materials. Counseling or representation related to an ongoing or anticipated dispute, internal investigation, or responding to a discrimination charge would not be included in the retainer.

Checklist for Employers	
Employee Handbook	
Policies (including social media, telework, data protection, hiring, ITAR, if applicable)	
Confidentiality and Trade Secrets policy or agreement	
Employment agreements	
Personnel file policy and procedures	
Termination policy and procedures (including template separation agreement)	
State specific harassment training requirements	
Review harassment and discrimination policies	
Review state specific hiring procedures	
Review state specific vacation and sick leave laws	

Required postings	
Pay equity and compensation policies	
State-specific expense-reimbursements laws	
Independent contractor policies and best practices	
Review restrictive covenants	
Review parental leave policies	

Contact

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