



## *Small Business: Updating employee handbooks, Newsday, Keith Gutstein*

*By Jamie Herzlich, Newsday  
(March 11, 2013)*

*Other areas to consider, according to Keith Gutstein, a partner at the law firm of Kaufman Dolowich & Voluck LLP in Woodbury: An inclement weather policy that, at the very least, addresses who is responsible for announcing company closures and where employees can look to find information; A vacation policy that includes how employees may accrue vacation time and when vacation time may be forfeited; A discrimination and harassment policy with a clear procedure for reporting complaints, including up-to-date information on whom to contact; A paycheck-error complaint procedure that addresses protocol if mistakes occur.*