Top Ten Ways to Avoid Getting Sued By Employees

By Chrys A. Martin
Davis Wright Tremaine LLP
1300 SW Fifth Avenue, Suite 2400
Portland, OR 97201
503.778.5357
chrysmartin@dwt.com
HIRING INDEPENDENT CONTRACTORS

- Must meet the legal test for contractor status
- Consequences of non-compliance:
  - Wage & hour
  - Work comp
  - Unemployment
  - Taxes
TIP TWO:

HAVE A CONFIDENTIALITY / NON-DISCLOSURE AGREEMENT

- Protect Confidential Information
- Oregon’s Trade Secrets Act
- Contract Law - broader
CONSIDER A NON-COMPETE OR NON-SOLICITATION AGREEMENT

- Know state law
- Consider a non-compete or non-solicitation
- Clearly define terms
TIP FOUR:

- Establish a broadly focused recruiting plan to get the most diverse and best qualified applicant pool
- Provide an accurate job description
- Interview Do’s & Don’ts
- Evaluate the Applicant

HIRE THE BEST EMPLOYEES
TIP FIVE:

UNDERSTAND AND PREVENT DISCRIMINATION AND HARASSMENT

- Effective anti-discrimination and anti-harassment policies should be in place
- Train all employees on what constitutes harassment and how to report it
- Train all supervisors and managers
- Act professionally
UPDATE YOUR POLICY HANDBOOK

- Handbook should contain:
  - Policies regarding “at-will” employment, equal opportunity, harassment and discrimination
  - Legally required info (leave laws, etc.)
  - Change policies to comply with NLRA
TIP SEVEN:

PROPER DISCIPLINE AND EVALUATION OF EMPLOYEES

- Fully investigate first
- Do it as soon as possible after the incident occurs
- Put it in writing
- Effective performance evaluations
TIP EIGHT:

- Is your employee “exempt” or “non-exempt?”
- Overtime
- Comp time
- Calculating hours worked

KNOW WAGE & HOUR LAW
TIP NINE:

TRAIN YOUR MANAGERS & SUPERVISORS

- Proper interview of an applicant
- Inappropriate workplace conduct
- Non-retaliation
- How to communicate and build a team
- How to report any work related injuries
TIP NINE:

TRAIN YOUR MANAGERS & SUPERVISORS

- Be familiar with wage and hour issues
- Consistently treat employees equally
- Memorize part I of the following mantra: IF IT ISN’T WRITTEN DOWN, IT DIDN’T HAPPEN
- Memorize part II of the mantra: IF IT IS WRITTEN DOWN, MAKE SURE IT IS RIGHT
TIP TEN:

HOW TO FIRE CORRECTLY

- Do’s
- Don’ts
- Avoid Appearance of Retaliation
- Termination Checklist
Thank You

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