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AAM Guide to Writing an Employee Handbook Personnel Policy Handbook

The Employer's Handbook has established itself as a source of reliable, unambiguous guidance for all small- to medium-sized employers, clearly identifying the legal essentials and best-practice guidelines for effective people management. The book is a comprehensive source of hands-on advice on the increasingly complex legal framework now governing UK employment law, including guidelines on age discrimination legislation and the latest employment tribunal procedures. Coverage includes: recruitment, contracts, benefits, performance management, maternity and paternity rights, personnel records and data protection, terminating employment, and ensuring the health, safety and welfare of employees and pension obligations. It also provides access to a unique set of downloadable templates, forms and policy documents for dealing with key employment issues. This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day. It guides employers in the development of a cohesive personnel program that is tailored to meet their companies' unique needs and goals. The author explicates potentially confusing matters such as employment-at-will, equal opportunity, sexual harassment, the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight. Stressing the importance of

consistency and documentation, he addresses the full range of personnel issues. An invaluable resource for any business that doesn't have a personnel expert on staff. CD contains sample employee handbooks, federal regulations and laws, forms for complying with government programs and worksheets for assessing personnel needs and goals. A must-have reference book for every museum, the Guide helps your institution develop the set of expectations and responsibilities for staff and management, from hiring practices, health benefits, and employee performance appraisals to policies on equal employment opportunity and racial/sexual harassment. Includes sample handbook statements, relevant federal laws, and more. "One of a company's most important communication tools is the employee handbook. But creating or revising one can be an overwhelming job. It must be legally sound, up-to-date, clearly written, and comprehensive. This ready-to-use guidebook, now in its second edition, practically writes the handbook by itself! Human resources professionals will appreciate its: * checklists that guide them every step of the way (and make sure all bases are covered) * step-by-step instructions that make information easy to understand (and help avoid mistakes) * more than 400 sample policy statements, all in use by actual companies and ready to go as-is or to revise as needed * plain-English explanations of federal and state regulations, with practical suggestions for implementation." will update Employers use the

policies in an employee handbook to protect themselves from lawsuits, such as harassment claims, wrongful termination claims, and discrimination claims. Employee handbooks generally contain a code of conduct for employees that set guidelines around appropriate behavior for the individual workplace. Every company needs an employee handbook, but not every company has one. Lawyers charge thousands of dollars for a handbook; other "do-it-yourself" products don't offer the updated legal information and careful guidance necessary to do a good job. Create Your Own Employee Handbook bridges the gap, with detailed explanations, information on current state and federal laws, and more than a hundred sample policies you can tailor to your own workplace. Annotation A concise guide for anyone making hiring and firing decisions. Ah, retail. It has lured in the best of us with promises of employee discounts (a sham), the "fun" of working with people (not so much), and flexible hours (dont make me laugh). What we got instead: cranky customers, sadistic managers, idiotic coworkers, and, oh yeah, the hell that is doing inventory. But there are ways to lessen the pain, and this retail handbook will show you how. Inside youll learn how to handle the crazies (both customers and coworkers), feign product knowledge, and make the best of working the register, all the while, of course, pretending you care. This book takes years of retail experience and condenses it into a guide that is as funny as it is useful. If you work in retail now, have done so in

the past, or plan to do so in the future: this is the book for you. What all great companies have in common is a well-defined set of rules recorded in an easily accessible employee handbook. The Small-Business Guide to Creating Your Employee Handbook provides you with all the information you need to create an understandable set of rules and regulations for your employees to follow. New and current employees will appreciate the information you set out in your employee handbook. It not only provides your employees with company policies but also provides protection against unfair treatment, discrimination, and legal claims. Your handbook will be a valuable communication tool for both your business and your employees. This step-by-step guide will help you define professional conduct, establish health and safety requirements, describe group and other benefits, and construct social media policies. It also provides information on how to make a nondisclosure agreement so employees cannot give information about your company to your competitors, while they are employed by you or after they leave. The download kit included with this book contains easy-to-use forms to help you as you prepare your small business's very own employee handbook. Tells how to enforce on-the-job rights, and discusses sexual harassment, discrimination, drug testing, lie-detector tests, union rights, references, and layoffs Avoid legal problems and run a productive workplace with an up-to-date employee handbook! Anyone who hires and supervises employees needs clear policies

when it comes to crucial issues like pay and overtime, medical leave, and social media. Create Your Own Employee Handbook provides everything business owners, managers, and HR professionals need to create (or update) a legal and plain-English employee handbook. You'll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company's policies on: wages, hours, and tip pools remote work at-will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs, including medical/legal marijuana workplace privacy, and email and social media. This new edition will address how to draft an employee handbook in an environment where employees might be permanently remote or working a hybrid remote schedule. With Downloadable forms: All policies and forms--along with modifications and alternative language you can tailor to your workplace--are available for download details inside. Drafting an Employee Handbook is a user-friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes. Most businesses adopt a reactive approach to addressing employment policies, only worrying about them after an issue arises or someone complains. However, a well-written handbook can be a forceful shield against potential grievances and costly litigation. Moreover, it can improve employee morale, increase productivity, and forestall complaints. Drafting an Employee

Handbook is a must-have for human resources professionals, in-house legal counsel, compliance officers, supervisors, or any employer who wants to learn how to create better business practices, minimize workplace disruption, and improve employer/employee relations. Written by an experienced labor and employment attorney, this easy-to-follow guide explains the advantages of having an employee handbook and the risks of not having one. You will learn how to draft new policies, update existing ones, and watch for legal compliance. Complete with sample policies and forms, this book will instruct you on how to create and enforce an employee handbook that fits your needs. Here's a guide for all managers charged with creating and updating their company's human resource policy manuals. This definitive handbook not only covers all areas of employee relations, it also tackles the full range of critical contemporary HR issues, such as AIDS, substance abuse, and chemical safety. Managers can take advantage of how-to instructions to organize and write a manual, timesaving checklists and worksheets, and invaluable tips on how to write personnel policies that lead to clear understanding and interpretation. Alerting the reader to legal pitfalls, the handbook covers employment policies, leaves of absence, pay, discipline and discharge, benefits, union relations, and more. Plus, its 100 helpful illustrations include sample forms, flow charts and a complete sample policy manual.

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