

# Employee Termination Handbook

## The Employee Rights

Handbook Steven Mitchell

Sack 1993-02-01 Tells how to enforce on-the-job rights, and discusses sexual harassment, discrimination, drug testing, lie-detector tests, union rights, references, and layoffs

## **Your Employee Handbook**

**Contractors Version** Jackie

Smith 2012-02-17 Increase

Your Employees' Productivity and Save Time and Money with Your Employee Handbook Contractors Version Your Employee Handbook

Contractors Version was created for contractors, builders, plumbers, electricians and other skilled trades. The system includes dozens of ready-to-use policies written and edited for clarity and with the understanding that quality, skilled craftsmen are valuable assets to any company. From management to hourly workers, the employees in this industry are self-directed and

are required to make more decisions than employees in other industries. The Contractor version was written to give guidelines that emphasize safety and adherence to standards for productivity on the job site. The policies include updated hiring, termination, performance evaluations and payroll, disciplinary procedures and general company standards, as well as contractor-specific policies, such as licenses and certifications, welding, field assignment pay, jobsite safety and behavior, fall protection, safety and protective equipment policies. The system also includes dozens of ready-to-use policies, written and edited for clarity and to meet all federal and state guidelines. Unlike other employee handbook products, Your Employee Handbook for Healthcare Providers is a complete human resources

system that provides you with all the tools you need for effective staff management. Your Employee Handbook Contractors Version was especially written for small manufacturing businesses with 100 employees or less. It was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law. When you purchase Your Employee Handbook Contractors Version, you get access the editable Word file -- no re-typing! and the Employer's Poster Kit Online at no additional charge (with free registration to our website). As a registered purchaser, you receive free "forever access" to your purchased files, Special Reports, the Reference Library and Policy Vault, and get notices of upgrades and revisions. See the instruction pages of the handbook for the registration link to our site. As you hire people to help handle your success, the task of managing your employees can take more time and effort than any other part of running a

business Very few small business owners even consider an employee handbook until something goes wrong. But there are many important reasons why you need one -- reasons that will save you time and money. Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem, it will increase performance and productivity in your employees. Here are a few examples: Professional discipline and termination practices safeguard your business from lawsuits. Reduce unemployment and workers comp premiums. Keep morale high with clear standards for performance. Fair and legal vacation policies motivate employees to do their best. Performance evaluations increase morale and eliminate conflicts. Your employees do their jobs without constant supervision, freeing you to focus on growing your business. Employees work best when they know exactly what is

expected of them. Having specific goals to work toward helps them measure how well they are doing in their positions. It will also help you to either improve the performance of your weakest links, or terminate them without penalties. Your Employee Handbook is recommended by Entrepreneur.com and Fortune Small Business Magazine. It's endorsed by the Wisconsin Home Builders Association and Uniform Retailers Association, and used by thousands of small businesses, including attorneys. Rev. 050513a

### **The Employer's Legal**

**Handbook** Fred S. Steingold  
1999 The most complete guide to an employer's legal rights and responsibilities, this book shows how to comply with workplace laws and regulations, run a safe and fair workplace and avoid lawsuits. It explains the latest laws concerning: -- hiring and firing -- personnel policies -- employee compensation and benefits -- discrimination -- workers' comp -- workplace

health and safety -- family and medical leave -- and much more. The completely revised third edition expands its coverage of worker privacy rules, discusses when a psychological test of a job applicant may violate the Americans With Disabilities Act, provides updated information on training wages and rounding off hours worked, and trumpets the latest word from the U.S. Supreme Court on sexual harassment.

### The Employee Termination

Handbook Jeffrey G. Allen  
1986-01-01 Very Good, No Highlights or Markup, all pages are intact.

### **Create Your Own Employee**

**Handbook** Sachi Clements  
2023-12-26 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

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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.

Wrongful Termination Lionel J. Postic 1994 Have state-by-state access to cases and statutory references with this

comprehensive resource. You get: -- a convenient table summarizing the positions of all 50 states and D.C. on at-will exceptions and employment-related torts -- each state's evolving recognition of -- and limitations on -- wrongful discharge -- each state's position on new theories intended to maximize damages -- alphabetical state listings and quick-search finding listsFact patterns, citations, and other references help you launch your research strategy, locate precedents in other states, and argue your own positions effectively.

Create Your Own Employee Handbook Lisa Guerin

2021-05-25 "This guide is for business owners, managers, and HR professionals who need to create (or update) a legal and plain-English employee handbook. It provides legal information, practical suggestions, and best practices on wages, hours, and tip pools; at-will employment; time off; discrimination and harassment; complaints and investigations; health and safety; drugs and

alcohol; workplace privacy; and email and social media"--  
Employees' Rights Richard C. Busse 2004 A guide for employees and managers to fair and legal treatment on the job.

**Employee Termination**

**Handbook** Executive Enterprises Publications Co 1981

**Hiring-to-termination**

**Handbook** Foster, Swift, Collins, and Smith 2007 "This compilation is intended to identify state and federal law relative to procedures throughout the employment process. The appropriateness of the information may depend upon the company's size, objectives, and conditions in the workplace. In analyzing any particular problem or situation, the advice of legal counsel should be sought"--Inside book.

Manager's Legal

Handbook,The Lisa Guerin 2019-12-01 Manage employees effectively while avoiding legal trouble If you supervise employees or independent contractors, The Manager's Legal Handbook is the perfect

resource. Need information about overtime? Want useful ideas on workplace policies? Have a question about trade secrets and need the answer now? This book provides everything you need to stay within the bounds of the law, including information on: hiring discrimination and harassment wages and hours privacy time off drug testing, and firing and layoffs. Designed for managers, business owners, and human resources professionals who need answers on the go, The Manager's Legal Handbook covers the most common issues employers face. The 10th edition is completely updated to reflect changes to discrimination laws, overtime rules, minimum wage laws, and more. It also provides updated information on the laws of each state, including paid sick leave and paid family leave laws.

**The Employer's Legal**

**Handbook** Fred S. Steingold 1999 The most complete guide to an employer's legal rights and responsibilities, this book shows how to comply with

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workplace laws and regulations, run a safe and fair workplace and avoid lawsuits. It explains the latest laws concerning: -- hiring and firing -- personnel policies -- employee compensation and benefits -- discrimination -- workers' comp -- workplace health and safety -- family and medical leave -- and much more. The completely revised third edition expands its coverage of worker privacy rules, discusses when a psychological test of a job applicant may violate the Americans With Disabilities Act, provides updated information on training wages and rounding off hours worked, and trumpets the latest word from the U.S. Supreme Court on sexual harassment.

**The Essential HR Handbook, 10th Anniversary Edition**

Sharon Armstrong 2019-01-01  
The Only HR Book You'll Ever Need! "Whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, this book will help you handle any

personnel problem—from onboarding to outplacement—quickly and easily."—Solutions Review For more than a decade, busy managers by the tens of thousands have turned to this best-selling book as a handy guide to the ins and outs of human resources. And no wonder! Because whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, The Essential HR Handbook will help you handle any personnel problem—from onboarding to outplacement—quickly and easily. This fully updated 10th anniversary edition is packed with information, tools, checklists, sample forms, and timely tips to guide you through the maze of personnel issues in today's complex business environment. In The Essential HR Handbook you'll find out how to: Attract talented staff through social media recruiting Identify legal pitfalls to avoid lawsuits and regulatory interference Train a diverse and inclusive

multigenerational workforce  
Provide the compensation and benefits package that will make your organization an "employer of choice" Streamline your orientation and onboarding practices so new employees hit the ground running Whenever personnel problems arise, having The Essential HR Handbook on your bookshelf is like having a team of expert HR consultants at your beck and call!

**Selkie 1: the Rough Selkie**

Blurb, Incorporated 2021-03-20  
The very first! The Selkie Zine begins way back in 2015. Wolves, islands, bees, and more.

**Dealing With Problem**

**Employees** Amy Delpo

2023-12-26 Manage employee problems, legally and effectively Every workplace has occasional problems with employees. This book is packed with the legal and practical information you need to handle all kinds of issues—from small corrective actions to major problems that put your company at risk. It provides proven techniques—and

immediate solutions. Find out how to quickly and legally: • investigate problems and complaints • lay the groundwork for termination • handle severances and references • prevent discrimination and other types of lawsuits • avoid hiring problem employees in the future • stop bullying and harassment, and • create policies for remote employees. The 12th edition is completely updated to reflect the latest employment laws in every state. It provides sample policies, forms, and checklists to help you at every step.

**The Employee Performance**

**Handbook** Margie Mader-Clark 2021-04-27 Maximize employee

performance—whether your workers are on-site or remote Confronting employees about poor performance is an ordeal dreaded by managers and HR pros everywhere. The possibility of emotional outbursts—and the specter of a lawsuit—leaves even many experienced managers at a loss. The Employee

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Performance Handbook is a complete how-to guide for managing employee performance. Packed with practical and legal advice, this book offers smart strategies that will help get the most out of your employees and avoid legal trouble. You'll learn how to: identify problems early on decide when discipline is necessary choose the right response to a problem engage employees in improving performance fire employees when necessary protect against wrongful termination lawsuits, and manage a remote workforce effectively. With downloadable forms: You can download sample policies, sample forms, checklists, skills-building exercises, and more, (details inside).

*The Book of Company Policies*  
National Institute of Business Management 2001

### **Employee Termination**

**Guidebook** Kevin Muir  
2004-01-01

Employee Termination

Handbook Executive  
Enterprises Inc 1981

### **Handbook of Employee**

### **Termination** Axel R.

Granholm 1991-01-22 An all-inclusive, how-to-do-it manual of policies, procedures, guidelines and forms regarding employee terminations.

Managers, human resource directors and business owners will find up-to-date, practical and professional information to help them develop sound policy guidelines for dismissals, discharges, lay-offs, and reductions-in-force. It covers: current terminations practices; legal considerations, recent court rulings and legal trends that affect the development or enhancement of termination; as well as statutory benefit entitlements, severance pay, and benefits continuation policies and procedures. Features guidelines for using effective work rules and employee conduct rules, positive disciplinary actions, and documented warnings to support termination actions. It also shows how to comply with the provisions of federal laws that limit a company's "at-will" employment rights, and suggests steps for ensuring



that minority, female and older ("protected employee") terminations are sound, unbiased and supportable. Additionally, it describes strategies for avoiding costly former employee litigation. Your Employee Handbook Office Version Jackie Smith 2012-02-19 Increase Your Employees' Productivity and Save Time and Money with Your Employee Handbook Office Version Your Employee Handbook Office Version was created for contractors, builders, plumbers, electricians and other skilled trades. The system includes dozens of ready-to-use policies written and edited for clarity and with the understanding that quality, skilled craftsmen are valuable assets to any company. From management to hourly workers, the employees in this industry are self-directed and are required to make more decisions than employees in other industries. The policies include updated hiring, termination, performance evaluations and payroll, disciplinary procedures and

general company standards. The system also includes dozens of ready-to-use policies, written and edited for clarity and to meet all federal and state guidelines. Unlike other employee handbook products, Your Employee Handbook Office Version is a complete human resources system that provides you with all the tools you need for effective staff management. Your Employee Handbook Office Version was especially written for small businesses with less than 100 employees by a practicing expert in the human resources field and reviewed by an attorney with a specialty in employment law. When you purchase Your Employee Handbook Office Version, you get access the editable Word file -- no re-typing! and the Employer's Poster Kit Online at no additional charge (with free registration to our website). As a registered purchaser, you receive free "forever access" to your purchased files, Special Reports, the Reference Library and Policy Vault, and get notices of upgrades and

revisions. See the instruction pages of the handbook for the registration link to our site. As you hire people to help handle your success, the task of managing your employees can take more time and effort than any other part of running a business. Very few small business owners even consider an employee handbook until something goes wrong. But there are many important reasons why you need one -- reasons that will save you time and money. Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem, it will increase performance and productivity in your employees. Here are a few examples: Professional discipline and termination practices safeguard your business from lawsuits. Reduce unemployment and workers comp premiums. Keep morale high with clear standards for performance. Fair and legal vacation policies motivate employees to do their best.

Performance evaluations increase morale and eliminate conflicts. Your employees do their jobs without constant supervision, freeing you to focus on growing your business. Employees work best when they know exactly what is expected of them. Having specific goals to work toward helps them measure how well they are doing in their positions. It will also help you to either improve the performance of your weakest links, or terminate them without problems or penalties to your business. Your Employee Handbook is recommended by Entrepreneur.com and Fortune Small Business Magazine. It's endorsed by associations such as the Wisconsin Home Builders Association and Uniform Retailers Association, and used by thousands of small businesses, including attorneys.

### **How to Prepare an Employee's Handbook**

National Foremen's Institute  
1954

### **Your Employee Handbook**

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**Retailers Version** Jackie Smith 2012-02-20 Increase Your Employees' Productivity and Save Time and Money with Your Employee Handbook Retailers Version Your Employee Handbook Retailers Version was created especially for companies that employ retail sales, management and administrative workers. The system includes dozens of ready-to-use policies, written and edited for clarity and to comply with federal and state law. Policies include hiring, terminations, flexible work schedules, family leave policies, solutions for reduced hours and customer service standards as well as retail-specific policies such as enhanced security, robberies, cash handling, customer contact and more. The system also includes dozens of ready-to-use policies, written and edited for clarity and to meet all federal and state guidelines. Unlike other employee handbook products, Your Employee Handbook Retailers Version is a complete human resources system that provides

you with all the tools you need for effective staff management. Your Employee Handbook Retailers Version was especially written for small businesses that employ less than 100 people and was reviewed by a practicing expert in the field of human resources and an attorney with a specialty in employment law. When you purchase Your Employee Handbook Retailers Version, you get access to the editable Word file -- no re-typing! and the Employer's Poster Kit Online at no additional charge (with free registration to our website). As a registered purchaser, you receive free "forever access" to your purchased files, Special Reports, the Reference Library and Policy Vault, and get notices of upgrades and revisions. See the instruction pages of the handbook for the registration link to our site. As you hire people to help handle your success, the task of managing your employees can take more time and effort than any other part of running a business. Very few small

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business owners even consider an employee handbook until something goes wrong. But there are many important reasons why you need one -- reasons that will save you time and money. Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem, it will increase performance and productivity in your employees. Here are a few examples: Professional discipline and termination practices safeguard your business from lawsuits. Reduce unemployment and workers comp premiums. Keep morale high with clear standards for performance. Fair and legal vacation policies motivate employees to do their best. Performance evaluations increase morale and eliminate conflicts. Your employees do their jobs without constant supervision, freeing you to focus on growing your business. Employees work best when they know exactly what is expected of them. Having

specific goals to work toward helps them measure how well they are doing in their positions. It will also help you to either improve the performance of your weakest links, or terminate them without problems or penalties to your business. Your Employee Handbook is recommended by Entrepreneur.com and Fortune Small Business Magazine. It's endorsed by associations such as the Wisconsin Home Builders Association and Uniform Retailers Association, and used by thousands of small businesses, including attorneys.

Employment Termination Source Book Wendy Bliss 2006

Addressing one of the most uncomfortable tasks delegated to human resources, this handbook simplifies the documentation of activities undertaken before, during, and after separation, reducing exposure to legal claims by providing tip lists, forms, tables, and flowcharts that can be printed from the enclosed CD.

*The Essential HR Handbook,  
10th Anniversary Edition*

Sharon Armstrong 2018-12-31  
Since 2008, busy managers by the tens of thousands have turned to this best-selling book as a handy guide to the ins and outs of human resources. And no wonder! Because whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, The Essential HR Handbook will help you handle any personnel problem - from onboarding to outplacement - quickly and easily. This fully updated 10th anniversary edition is packed with information, tools, checklists, sample forms, and timely tips to guide you through the maze of personnel issues in today's complex business environment. In it you'll find out how to:  
Attract talented staff through social media recruiting  
Identify legal pitfalls to avoid lawsuits and regulatory interference  
Train a diverse and inclusive multigenerational workforce  
Provide the compensation and benefits package that will make

your organization an "employer of choice" Streamline your orientation and onboarding practices so new employees hit the ground running Whenever personnel problems arise, having The Essential HR Handbook on your bookshelf is like having a team of expert HR consultants at your beck and call!

**Job Rights & Survival**

**Strategies** Paul H. Tobias

1997 For anyone who has felt the anger and frustration of being downsized or terminated, this book offers strategies for coping with job loss and regaining control of their lives. Readers learn how to handle severance agreements, insurance issues, individual rights, and more.

*An Employee's Guide to Health*

*Benefits Under COBRA* 2010

*Employer's Rights* Charles H.

Fleischer 2004 The days of

when managing employer-

employee relations was

relatively simple are gone.

What was common practice

yesterday now exposes

employers to substantial risk

and expense. This is a must

have for every manager, human resource professional, or small business owner who wants to protect themselves, treat their employees fairly and comply with the law.

Fortunately, *Employer's Rights* is here. It is aimed at employers who are proving themselves successful at what they do, but who find themselves a bit bewildered by the employment problems that seem to arise with increasing frequency.

*How to Develop an Employee Handbook* Joseph W. R. Lawson 1998

### **The Employer's Legal**

**Handbook** Aaron Hotfelder 2023-07-25 A Must-Have Legal Guide for Employers, Managers, and HR Professionals Federal and state employment laws have seen a raft of changes in recent years, from family and medical leave rights to workplace safety and employee privacy. For employers, staying on top of these changes is essential to running an efficient, fair workplace--and heading off expensive lawsuits. The

*Employer's Legal Handbook* covers all the employment law issues you need to know about, including the latest rules and best practices when it comes to: applications, interviews and hiring workplace health and safety wage and hour laws remote working health care and other employee benefits employee taxes and payroll family and medical leave employee privacy illegal harassment and discrimination, and downsizing and layoffs. The 16th edition includes updated 50-state legal information and explains the latest developments in employment law, including how to manage the shift to a remote workforce.

*The Complete Hiring and Firing Handbook* Charles H. Fleischer 2005 Annotation A concise guide for anyone making hiring and firing decisions.

### **The Termination Handbook**

Robert Coulson 1986

### **Employment Law Handbook**

2005

### **Your Employee Handbook**

**Healthcare Version** Jackie

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Wells Smith 2012-02-17  
Increase Your Employees' Productivity and Save Time and Money with Your Employee Handbook Healthcare Version  
Your Employee Handbook Healthcare Version was created for medical professionals, such as physicians, dentists, labs, testing facilities and other similar businesses that offer healthcare services. From management to hourly workers the policies and procedures are written to emphasize patient service and procedures, HIPPA privacy standards and patient interaction, with sensitivity to the unique needs of a care-oriented business. The Handbook features policies specific to medical offices, such as patient flow procedures, privacy guidelines (in addition to HIPPA), a professional standards statement, mail/telephone/patient welcome procedures, medical office patient preparation, emergency situations and more. The policies include updated hiring, termination, performance evaluations and

payroll, disciplinary procedures and general company standards. The system also includes dozens of ready-to-use policies, written and edited for clarity and to meet all federal and state guidelines. Unlike other employee handbook products, Your Employee Handbook for Healthcare Providers is a complete human resources system that provides you with all the tools you need for effective staff management. Your Employee Handbook Healthcare Version was especially written for small manufacturing businesses with 100 employees or less. It was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law. When you purchase Your Employee Handbook Healthcare Version, you get access the editable Word file -- no re-typing! and the Employer's Poster Kit Online at no additional charge (with free registration to our website). As a registered purchaser, you receive free "forever access" to your purchased files, Special

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Reports, the Reference Library and Policy Vault, and get notices of upgrades and revisions. See the instruction pages of the handbook for the registration link to our site. As you hire people to help handle your success, the task of managing your employees can take more time and effort than any other part of running a business. Very few small business owners even consider an employee handbook until something goes wrong. But there are many important reasons why you need one -- reasons that will save you time and money. Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem, it will increase performance and productivity in your employees. Here are a few examples: Professional discipline and termination practices safeguard your business from lawsuits. Reduce unemployment and workers comp premiums. Keep morale high with clear standards for

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## **Your Employee Handbook Manufacturers Version**

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Jackie Smith 2012-02-17  
Increase Your Employees'  
Productivity and Save Time and  
Money with Your Employee  
Handbook Manufacturers  
Version Your Employee  
Handbook Manufacturers  
Version was created for  
companies that employ semi-  
skilled and skilled workers in a  
manufacturing or distribution  
environment. This version also  
covers professional, clerical  
and managerial employees, in  
addition to line positions. The  
policies are written to  
emphasize the importance of  
workers being alert and ready  
for their shift, reliable  
attendance, the necessity of on-  
the-job training, following  
supervisory instruction and  
asking questions related to the  
project. The policies include  
updated hiring, termination,  
performance evaluations and  
payroll, disciplinary procedures  
and general company  
standards, as well as  
manufacturer-specific policies,  
such as licenses and  
certifications, welding, field  
assignment pay, safety, fall  
protection and protective

equipment policies. It also  
covers call-in procedures,  
inclement weather policies,  
safety awareness, hours of  
work and attendance,  
adherence to quality standards,  
workplace security and more.  
Unlike other employee  
handbook products, Your  
Employee Handbook for  
Healthcare Providers is a  
complete human resources  
system that provides you with  
all the tools you need for  
effective staff management.  
Your Employee Handbook  
Manufacturers Version was  
especially written for small  
manufacturing businesses with  
100 employees or less. It was  
created by a practicing expert  
in the human resources field  
and reviewed by an attorney  
specializing in employment  
law. When you purchase Your  
Employee Handbook  
Manufacturers Version, you get  
access the editable Word file --  
no re-typing! and the  
Employer's Poster Kit Online at  
no additional charge (with free  
registration to our website). As  
a registered purchaser, you  
receive free "forever access" to

your purchased files, Special Reports, the Reference Library and Policy Vault, and get notices of upgrades and revisions. See the instruction pages of the handbook for the registration link to our site. As you hire people to help handle your success, the task of managing your employees can take more time and effort than any other part of running a business. Very few small business owners even consider an employee handbook until something goes wrong. But there are many important reasons why you need one -- reasons that will save you time and money. Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem, it will increase performance and productivity in your employees. Here are a few examples: Professional discipline and termination practices safeguard your business from lawsuits. Reduce unemployment and workers comp premiums. Keep morale

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[How to Write Your Own](#)

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Effective Employee Handbook  
in 1 Hour Or Less ATLANTIC  
PUBLISHING GROUP

2013-12-31 No matter the number of employees working at your business, employment policies should be distributed in writing to every employee. An employee handbook is the most important communication tool between you and your employees. A well-written handbook sets forth a company's expectations for its employees and describes what they can expect while working for the business. An employee handbook should describe the employer's legal obligations and the employees' rights. The U.S. Supreme Court has ruled that businesses can protect themselves against damages from employee lawsuits by providing clear, written policies covering the rights and responsibilities of their employees. Even if you have only one employee, a written handbook could keep you out of court. Written policies provide the principles and a basis for how businesses can manage their employees. The

employee handbook can help prevent misunderstanding by listing the company's policies so employees and managers know what is expected of them. A handbook will also assist with employment law compliance. A written employee handbook gives everyone — including management — the same set of rules to follow. *How to Write Your Own Effective Employee Handbook In One Hour Or Less* is the ideal solution for producing your own handbook quickly and efficiently. The companion CD-ROM contains an employee handbook template in Microsoft Word™ format, which you can easily edit for your own purposes. Essentially, you just need to fill in the blanks. The book discusses various options you might have in developing the policies. Our employee handbook has been edited and approved by attorneys specializing in employment law. Developing your own handbook now could not be easier or less expensive. The companion CD-ROM containing

the template is available in both English and Spanish on a single disc. The following topics are covered in the new 2011 edition of the book: at will employment, equal opportunity employment, sexual harassment, immigration law, criminal convictions, probationary periods, personnel files, orientation, exempt and non-exempt employment classifications, pay periods, breaks, time keeping, overtime, performance reviews, expense reimbursement, attendance, meetings, telecommuting, holidays, vacations, drugs and alcohol, workplace violence and weapons, smoking, food and beverage areas, attire, telephone use, use of company property, safety and security, confidential information, conflicts of interest, employment of relatives, sick leave, disability leave, medical leave, leave of absence, jury duty, military duty, benefits eligibility, medical insurance, retirement plans, employee discounts, workers' compensation, COBRA,

termination, and termination process. With this new book, there is finally a cost-effective solution for developing your own employee handbook for the small- to medium-sized business owner. Simply review the more than 100 policies already written for you and insert your own information when prompted. The template comes complete with a table of contents, introduction, and a form for each employee to sign acknowledging receipt of the manual.

The Employee Handbook

Richard T. Egbert 1991

*The Employer's Legal*

*Handbook* Fred S. Steingold

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employment decisions legally and effectively—from hiring to firing Employment laws change often. Staying on top of them is essential to running an efficient, fair workplace—and heading off expensive lawsuits. Use this must-have desk reference to find answers to workplace questions, quickly and easily. The Employer's Legal Handbook is the go-to guide for business owners and

managers. It covers the most common and current employment law issues you need to know about, including: applications, interviews, and hiring must-have personnel policies wage and hour laws employee discipline and performance reviews health care insurance and other employee benefits employee taxes and payroll family and medical leave employee privacy illegal harassment and discrimination terminations, downsizing, and layoffs. The 15th edition provides updated 50-state legal information and explains the latest developments in employment law, including the rise of the remote workforce and other issues raised by the COVID-19 pandemic.

### **International Expatriate Employment Handbook**

Andrius R. Kontrimas  
2006-01-01 More and more multinational companies are deploying key employees around the globe to serve the increasing international business needs of the multinational, its global

markets, and its customers. The ability to relocate employees quickly from one location to another, and the ability of those employees to quickly focus on the business objectives of the company once they are relocated, can often determine the success of a new regional operation or an entire global strategy. It is crucial for employers to avoid unexpected barriers or difficulties in the form of employment-related issues. This enormously valuable handbook is the ideal solution to such problems, both in the anticipation and in the event. With 32 chapters each written by local experts, it provides a practical, country-by-country guide to employee relocation issues among the world's most active or fast-developing economies. Each chapter offers a handy reference to relevant issues under each particular country's laws regarding employment status, compensation and benefits, related tax issues, and more. With its reliable guidance, both employers and employees can

proceed confidently with their cross-border plans and commitments. The writers of each chapter answer important questions on a wide range of employment issues. Among the many relevant matters covered in the same order in each chapter, for easy cross-reference are the following: types of employment visas and related qualification requirements; expenses and time frame for obtaining visas; income taxation of foreign nationals; employer's tax withholding requirements; filing and reporting requirements; eligibility for employee or retirement benefits; continuation of home country benefits; wealth, capital, estate or death taxes; taxable presence of foreign corporate employers; vicarious liability for acts of employees; privacy laws relating to employees; employment termination provisions under local law; enforceability of non-competition and non-solicitation agreements; and protection of confidential or trade secret information. The

Handbook has been meticulously produced under the auspices of member firms of the World Law Group, a leading network of 48 independent law firms located in most of the world's major commercial centers. A peerless source of information and guidance to employers in expatriate relocation planning, it will greatly help to foresee potential pitfalls and benefit from local advantages, so both employers and expatriate employees will be free to concentrate on the business goals at hand.

**The Employee Handbook**  
1990

## Employee Termination Handbook

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