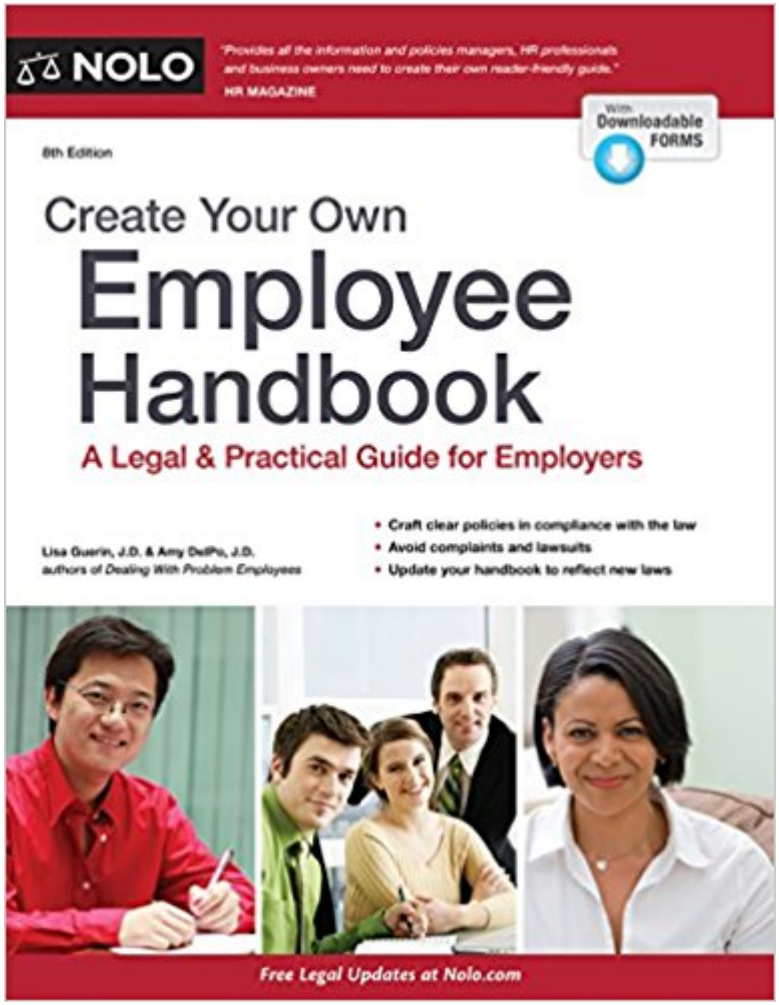
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Create Your Own Employee Handbook: A Legal & Practical Guide For Employers



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Synopsis

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. Find the latest legal information, practical suggestions, and best practices on: wages and hours at-will employment time off discrimination and harassment complaints and investigations health and safety drugs and alcohol workplace privacy, and email, personal blogs, and Internet use. The 8th edition covers recent updates to state and federal laws, including rules prohibiting employees from taking photographs at work, regulations on e-cigarettes, social media restrictions, and much more!

Book Information

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Customer Reviews

"Create Your Own Employee Handbook provides all the information and policies managers, HR professionals and business owners need to create their own reader-friendly guide. HR Magazine"Create Your own Employee Handbook, published by Nolo, can help owners put their own handbooks together..." Washington Post "Has all the information and advice you'll need to clearly communicate your firm's policies and procedures." Accounting Today"This guide is intended for employers, business owners, managers, and HR professionals in companies of all sizes (except those in unionized workplaces or workplaces with federal, state, or local government employees).

The book provides standard language that readers can use to create an employee handbook, plus examples and guidance on writing their own language. The guide presents current law and best practices in areas such as wages, time off, drugs and alcohol, trade secrets, personal blogs, and discrimination. The book contains worksheets throughout, plus margin space for writing notes. Appendix A offers a list of forms for creating a handbook, and Appendix B lists state departments of labor and agencies that enforce laws prohibiting discrimination in employment. A companion web site for the book contains forms and updated legal info; the publisherÃ¢â ¬â„¢s main web site provides an employment law center, articles, FAQs, and more forms. This eighth edition is updated to reflect current state and federal law related to areas such as social media, e-cigarettes, and photography at work.." Eithne O'Leyne, Editor Ringgold, Inc. ProtoView

Prepare your own reader-friendly guide to your workplace policies quickly and easily with Create Your Own Employee Handbook. This book is your one-stop shop for business owners and managers, covering key employee topics, including: discrimination and harassment time off work social media use and employee privacy Includes all of the policies and forms you need to make your own handbook!

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