

Jcpenney Associate Handbook

Best PracticesPointers on Preparing an Employee HandbookHow to Develop an Employee HandbookComplete Employee HandbookCreate Your Own Employee HandbookAAHA Guide to Creating an Employee HandbookHow to Prepare and Write Your Employee HandbookCreate Your Own Employee HandbookCreate Your Own Employee HandbookEmployee Handbook KitCreate Your Own Employee HandbookAAHA Guide to Creating an Employee HandbookDrafting an Employee HandbookEmployee Handbook and Personnel Policies ManualYour Employee Handbook Retailers VersionThe Employee HandbookGuide for Employee Handbook PoliciesYour Employee Handbook Office VersionCreating Your Employee HandbookDecisions and Orders of the National Labor Relations Board Leyna Bernstein Frank M. Cruger Joseph W. R. Lawson Michael A. Holzschu Lisa Guerin Edward M. Anson Sachi Clements Lisa Guerin Roger B. Jacobs Amy DelPo Amanda L. Donnelly Mona Mehta Stone Richard J. Simmons Jackie Smith Richard T. Egbert Michigan State Chamber of Commerces Jackie Smith Leyna Bernstein United States. National Labor Relations Board

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National Labor Relations Board

a publication of the management center this is the first and only guide to creating personnel policies specifically tailored to the needs of nonprofit organizations in california best practices is designed to help readers produce their own employee handbooks update existing policies and identify new and innovative ones this step by step handbook features sample policies in a unique three level approach each policy is presented in three versions to correspond to nonprofits of different sizes sample policies illustrate key issues such as employment and employee development benefits financial benefits unpaid leaves of absences other time off workplace health and safety work hours and pay work practices and work environment information and communication standards of conduct and ending employment for each policy readers can choose the language form and style best suited to their organization s needs mission and work culture the book also comes with a 3 5 inch diskette for quick and easy implementation of potential policies and updates

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

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 companys unique needs and goals michael holzschu 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

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