

Jcpenney Associate Handbook

Best Practices Pointers on Preparing an Employee Handbook How to Develop an Employee Handbook Complete Employee Handbook Create Your Own Employee Handbook AAHA Guide to Creating an Employee Handbook How to Prepare and Write Your Employee Handbook Create Your Own Employee Handbook Create Your Own Employee Handbook Employee Handbook Kit Create Your Own Employee Handbook AAHA Guide to Creating an Employee Handbook Drafting an Employee Handbook Employee Handbook and Personnel Policies Manual Your Employee Handbook Retailers Version The Employee Handbook Guide for Employee Handbook Policies Your Employee Handbook Office Version Creating Your Employee Handbook Decisions 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 Commerce 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

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 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 covers recent updates to state and federal laws including expanded rules on paid family and medical leave sick leave state temporary disability programs and much more with downloadable forms forms to help all policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside

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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

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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

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