

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.

The Dynamics of Human Aggression: Theoretical Foundations, Clinical Applications, Baby V: Chianti Kisses Series, Book 1, My Fitness Journal: Enjoy Your Fitness, 6 x 9, 50 Daily Fitness Logs, Veronicas Story, Easy Vegetarian (Love Food), The Jokes On Us: The Innocent Mind, Bagpipes in Babylon: A Lifetime in the Arab World and Beyond,

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