



365 Answers About Human Resources for the Small Business Owner: What Every Manager Needs to Know About Work Place Law

Mary B Holihan

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Finally there is a complete and up to date resource for the small business owner. Tired of high legal and consulting fees? This new book is your answer. Detailed are over 300 common questions employers have about employees and the law; it's like having an employment attorney on your staff.

Topics include: equal employment opportunity, age discrimination, Americans with Disabilities Act (ADA), workers or applicants with AIDS, unacceptable job performance, termination, substance abuse, drug and alcohol testing, safety, harassment, compensation policies, job classifications, recordkeeping, overtime, employee performance evaluations, wage and salary reviews, payroll deductions, reduction in wages, pay periods, payroll advances, wage garnishment, severance pay, unemployment compensation, operating policies, ethical standards, open-door policy, suggestions and customer feedback, smoke-free workplace, dress code, work schedule, flexible scheduling, telecommuting, absenteeism, tardiness, confidentiality, employee privacy, electronic communication, responsible use of equipment, e-mail and Internet, prohibited content, copyrighted materials, responsible use of cell phones, security procedures, telephone usage, use of company vehicles, solicitation for outside causes, outside employment, personnel files, release of information, access to files, possession of weapons, improper personal conduct, company benefits, time off, holidays, vacations, sick leave policies, bereavement, jury duty, education and training, leaves of absence, Family and Medical Leave Act, personal or medical leaves not required by law, military leave, insurance, on-the-job accidents or injuries, medical/life insurance, flexible benefit plans, pension, and profit sharing.

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