

## Employee Handbook and Personnel Policies Manual - 15th Edition

02.2019

The **Employee Handbook And Personnel Policies Manual** by Attorney Richard J. Simmons of Sheppard, Mullin, Richter & Hampton LLP is the first book of its kind – designed for employers throughout the country. It is a unique publication covering the full range of policies included in employee handbooks and also a one-stop reference manual for personnel policies with guidance on **how to draft policies** and **avoid common pitfalls**. It is also an essential reference tool for every HR representative, payroll executive, labor relations consultant, payroll manager, and EEO coordinator.

As an indispensable manual for every HR and law library, it is **the best guide to personnel policies in the country**. It offers a non-technical review of the laws and regulations applicable to employee handbooks and personnel policies. It includes hundreds of sample policies. Among the numerous topics addressed are the following:

- **Medical Leave of Absence Policies**
- **Social Media and Networking Policies**
- **Drug and Alcohol Policies**
- **Checklists for Policies**
- **Employee Classifications**
- **Progressive Discipline Policies**
- **Vacation and PTO Policies**
- **Meal and Rest Policies**
- **Sick Pay Policies**
- **Day of Rest Policies**
- **Sexual Harassment Policies**
- **Grievance Procedures**
- **Contract Issues**
- **Employment At Will**
  
- **Anti-Bullying Policy**
- **Pregnancy Leave Policies**
- **CFRA, FMLA and NPLA**
- **COBRA Notice**

- **Violence Prevention Policies**
- **Immigration Law Policies**
- **Family Leave Policies**
- **Overtime Policies**
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- **Compensatory Time Off Rules**
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Richard J. Simmons

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