

Employee Relations Handbook

will update

Designed for all employers throughout the country. A non-technical guide to laws and regulations applicable to handbooks and personnel policies. -- from publisher's website.

Since 2008, busy managers by the tens of thousands have turned to this best-selling book as a handy guide to the ins and outs of human resources. And no wonder! Because whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, The Essential HR Handbook will help you handle any personnel problem - from onboarding to outplacement - quickly and easily. This fully updated 10th anniversary edition is packed with information, tools, checklists, sample forms, and timely tips to guide you through the maze of personnel issues in today's complex business environment. In it you'll find out how to: Attract talented staff through social media recruiting Identify legal pitfalls to avoid lawsuits and regulatory interference Train a diverse and inclusive multigenerational workforce Provide the compensation and benefits package that will make your organization an "employer of choice" Streamline your orientation and onboarding practices so new employees hit the ground running Whenever personnel problems arise, having The Essential HR Handbook on your bookshelf is like having a team of expert HR consultants at your beck and call!

'Besides a well-written introduction by the two editors, the book presents seventeen other chapters, some by well-known writers on the subject or related social sciences. . . This is a substantial resource book for scholars and students of comparative ER, especially for those who look towards the evolution of ER in the new economic world that is in formation, and in a comparative perspective. . . the book contains intellectually stimulating analyses of employee relations realities across the globe. . . Scholars belonging to different disciplinary perspectives, from which ER has been studied in the past, will also find in it a good reference material of comparative analyses. . . The publishers too deserve accolades for their professionalism and first rate copy-editing and production.' – Debi S. Saini, *Vision – the Journal of Business Perspectives* 'The book is a comprehensive volume of studies on employment relations in a wide variety of settings. . .an enriching compendium.' – Silvia Florea, *Management of Sustainable Development* The *Research Handbook of Comparative Employment Relations* is an essential resource for those seeking to understand contemporary developments in the world of work, and the way in which employment relations systems are evolving around the world. Special consideration is given to the impact of globalisation and the role of multinational corporations, including their consequences for the fate of workers' rights under existing national systems of employment relations (ER) regulation. This Handbook is unique in taking an explicitly comparative approach by discussing ER developments through a series of paired country comparisons. These chapters include a wide selection of countries from all regions, looking beyond those that are frequently discussed. The expert contributors also examine comparative issues from a range of perspectives, including industrial and employment relations, political economy, comparative politics, and cross-cultural studies. These impressive features make this important reference tool the most comprehensive of its kind. Academics and students in final-year undergraduate and postgraduate courses interested in employment relations will find this compendium enriching and insightful.

Employee Relations Handbook for Supervisors Employee Relations Kogan Page Publishers

Over the last fifty years in the United States, unions have been in deep decline, while income and wealth inequality have grown. In this timely work, editors Richard Bales and Charlotte Garden - with a roster of thirty-five leading labor scholars - analyze these trends and show how they are linked. Designed to appeal to those being introduced to the field as well as experts seeking new insights, this book demonstrates how federal labor law is failing today's workers and disempowering unions; how union jobs pay better than nonunion jobs and help to increase the wages of even nonunion workers; and how, when union jobs vanish, the wage premium also vanishes. At the same time, the book offers a range of solutions, from the radical, such as a complete overhaul of federal labor law, to the incremental, including reforms that could be undertaken by federal agencies on their own.

An Employee Handbook is the most important communication tool between you and your employees. A well-written handbook sets forth your expectations for your employees, and describes what they can expect from your company. An Employee Handbook should describe your legal obligations as an employer and your employee's rights. Includes updates on the Affordable Care Act (Obamacare) and social networking policies.

Employee participation encompasses the range of mechanisms used to involve the workforce in decisions at all levels of the organization - whether direct or indirect - conducted with employees or through their representatives. In its various guises, the topic of employee participation has been a recurring theme in industrial relations and human resource management. One of the problems in trying to develop any analysis of participation is that there is potentially limited overlap between these different disciplinary traditions, and scholars from diverse traditions may know relatively little of the research that has been done elsewhere. Accordingly in this book, a number of the more significant disciplinary areas are analysed in greater depth in order to ensure that readers gain a better appreciation of what participation means from these quite different contextual perspectives. Not only is there a range of different traditions contributing to the research and literature on the subject, there is also an extremely diverse sets of practices that congregate under the banner of participation. The handbook discusses various arguments and schools of thought about employee participation, analyzes the range of forms that participation can take in practice, and examines the way in which it meets objectives that are set for it, either by employers, trade unions, individual workers, or, indeed, the state. In doing so, the Handbook brings together leading scholars from around the world who present and discuss fundamental theories and approaches to participation in organization as well as their connection to broader political forces. These selections address the changing contexts of employee participation, different cultural/ institutional models, old/'new' economy models, shifting social and political patterns, and the correspondence between industrial and political democracy and participation.

Since 2008, busy managers by the tens of thousands have turned to this best-selling book as a handy guide to the ins and outs of human resources. And no wonder! Because whether you're a small business owner, a manager in a business without an HR department, or even a seasoned HR professional, The Essential HR Handbook will help you handle any personnel problem--from onboarding to outplacement--quickly and easily. This fully updated 10th anniversary edition is packed with information, tools, checklists, sample forms, and timely tips to guide you through the maze of personnel issues in today's complex business environment. In it you'll find out how to: Attract talented staff through social media recruiting Identify legal pitfalls to avoid lawsuits and regulatory interference Train a diverse and inclusive multigenerational workforce Provide the compensation and benefits package that will make your organization an "employer of choice" Streamline your orientation and onboarding practices so new employees hit the ground running Whenever personnel problems arise, having The Essential HR Handbook on your bookshelf is like having a team of expert HR consultants at your beck and call! There have been numerous accounts exploring the relationship between institutions and firm practices. However, much of this literature tends to be located into distinct theoretical-traditional 'silos', such as national business systems, social systems of production, regulation theory, or varieties of capitalism, with limited dialogue between different approaches to enhance understanding of institutional effects. Again, evaluations of the relationship between institutions and employment relations have tended to be of the broad-brushstroke nature, often founded on macro-data, and with only limited attention being accorded to internal diversity and details of actual practice. The Handbook aims to fill this gap by bringing together an assembly of comprehensive and high quality chapters to enable understanding of changes in employment relations since the early 1970s. Theoretically-based chapters attempt to link varieties of capitalism, business systems, and different modes of regulation to the specific practice of employment relations, and offer a truly comparative treatment of the subject, providing frameworks and empirical evidence for understanding trends in employment relations in different parts of the world. Most notably, the Handbook seeks to incorporate at a theoretical level regulationist accounts and recent work that link bounded internal systemic diversity with change, and, at an applied level, a greater emphasis on recent applied evidence, specifically dealing with the employment contract, its implementation, and related questions of work organization. It will be useful to academics and students of industrial relations, political economy, and management.

This handbook is an indispensable teaching, research and reference guide for anyone interested in issues of labour and employment. The editors have assembled a top-flight group of authors and the end-product is an encompassing state-of-the-art review of the industrial relations field' - Professor Bruce E Kaufman, AYSPS, Georgia State University 'This Handbook will quickly become the standard reference in industrial relations research. It provides the most comprehensive and challenging presentation of the key theoretical debates and topics of research that will shape our field well into the 21st century. All who wish to contribute to this field will need to read this volume and then build on what these authors have to say' - Professor Thomas A. Kochan, MIT Institute for Work and Employment Research 'This authoritative panorama of the field demonstrates the contemporary vitality, breadth and critical depth of industrial relations scholarship and research. Thirty-four stimulating essays, by an international blend of leading academics, expertly review the analytical and empirical state of play across all aspects of industrial relations enquiry. In doing so, a rich agenda for further scholarly endeavour emerges' - Paul Marginson, University of Warwick Over the last two decades, a number of factors have converged to produce a major rethink about the field of Industrial Relations. Globalization, the decline of trade unions, the spread of high performance work systems and the emergence of a more feminized, flexible work-force have opened new avenues of inquiry. The SAGE Handbook of Industrial Relations charts these changes and analyzes them. It provides a systematic, comprehensive survey of the field. The book is organized into four interrelated sections: " Theorizing Industrial Relations " The changing institutions that shape employment practice " The processes used by governments, employers and unions " Income inequality, employee wellbeing, business performance and national comparative advantages The result is a work of unprecedented scope and unparalleled ambition. It offers a complete guide to the central debates, new developments and emerging themes in the field. It will quickly be recognized as the indispensable reference for Teachers, Students and Researchers. It is relevant to economists, lawyers, sociologists, business and management researchers and Industrial Relations specialists. "An A-Z reference encyclopedia, with more than 200 entries defining and explaining employment and labor law topics. The entries combine a summary of the law with real life case references, pop culture references, and statistics and trends"--Provided by publisher.

Armstrong's Handbook of Human Resource Management Practice is the bestselling and definitive resource for HRM students and professionals, which helps readers to understand and implement HR in relation to the needs of the business. It covers in-depth all of the areas essential to the HR function such as employment law, employee relations, learning and development, performance management and reward, as well as the HR skills needed to ensure professional success, including leadership, managing conflict, interviewing and using statistics. Illustrated throughout in full colour and with a range of pedagogical features to consolidate learning (e.g. source review boxes, key learning points, summaries and case studies from international organizations such as IBM, HSBC and Johnson and Johnson), this fully updated 15th edition includes new chapters on the HRM role of line managers, evidence-based HRM, e-HRM and the gender pay gap, further case studies and updated content covering the latest research and developments. Armstrong's Handbook of Human Resource Management Practice is aligned with the Chartered Institute of Personnel and Development (CIPD) profession map and standards and is suited to both professionals and students of both undergraduate degrees and the CIPD's level 5 and 7 professional qualifications. Online supporting resources include comprehensive handbooks for lecturers and students, lecture slides, all figures and tables, toolkits, and a literature review, glossary and bibliography. In today's world economy Human Resource Professionals, Managers and Supervisors are required to make decisions faster and provide rapid turnaround of information

regarding employees. Information will come from the many stakeholders in the organization, such as customers, employees, unions and governmental agencies, all this requiring these individuals to collect and distill the salient points quickly in order to reinforce employee behavior. Human Resource Professionals, Managers and Supervisors must also provide employees with the proper information required of them to accomplish their assigned tasks. Today's Human Resource Professionals, Managers and Supervisors are therefore required to be knowledgeable of the laws that affect human resource and/or labor management regardless of her/his degree of experience in human resource matters. This knowledge forms the structure that they must operate within when dealing with the employees in their care.

Employee Relations is a guide to the fundamental principles of employee relations in the UK. Tailored to the needs of practitioners it offers a complete overview of the field strongly aligned to the organizational and HR strategy and objectives. Using a combination of practical tools, assessments, scenarios and case studies from best practice it will build your knowledge of the area from understanding the labour market and the employment relationship to trade unions and international governing bodies. The book covers key areas such as conflict and dispute resolution, dismissal and redundancy, rights, ethics and much more. Aligning effective employee relations with strategic objectives, this book will equip you with the skills you need to plan, implement and assess employee relations. Employee Relations is part of the brand new HR Fundamentals series, offering practical advice to HR professionals starting out in their career, completing CPD training or studying for their professional qualifications with the CIPD. It is the complementary partner title to Employment Law, also by the same author.

Drafting Tribal Employment Laws & Handbooks is a practical guide to drafting comprehensive tribal employment laws and the policies included in tribal government, casino and enterprise handbooks. The book explains why this is important and illustrates how to get these documents created and accepted. The book will help tribal leaders, administrators, lawyers, directors and managers either create these laws and policies or improve the laws and policies presently on the books. Drafting Tribal Employment Laws & Handbooks complements Mr. McGee's previous book A Guide to Tribal Employment (Xlibris 2008).

Provides comprehensive and authoritative guidance for the more than 200 workplace law topics and offers a broad understanding of employer-employee relations, what pitfalls to anticipate, and when to seek professional advice. The Essential Guide explains in simple, clear language what HR professionals, managers, and employers need to know about their relationship with their employees to comply with the law and protect themselves and their business from legal action. Includes everything from the hiring process and evaluations to disciplining and discrimination. Coverage of new topics include: -Marijuana legalization-Guns in the workplace to work-Wellness programs and the ADA-Mandatory flu vaccinations-Mandatory paid leave in the private sector-Nursing mothers-Sexual orientation/transgender discrimination-New limitations on interview questions-Discrimination against the unemployed-HRAs, HSAs, FBAs, etc.-Cafeteria plans-Unpaid interns-Joint employers for NLRA/EEOC purposes-E-verify-SEC rules on executive pay-Discriminating against smokers-Social media policies-Defend Trade Secrets Act Also addresses alternative work arrangements, foreign workers, government contractors, nonprofit organizations, and union and labor relations. The appendices include required postings in the workplace, legal holidays, online resources for employers and human resource professionals, a sample employee handbook outline, an employer tax calendar, and a complete glossary of terms.

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.

Get critical HR best practice tips and real-world applications in one convenient resource. This manual is an ideal resource for HR Managers, Recruiters, Department Managers, and other company representatives with HR responsibilities that include hiring, employee relations, and terminations. It covers all aspects of the employee/employer relationship: Recruiting and Hiring - Advertising, background checks, onboarding, job training. Management and Development - Employee relations, managing conflict, integrating new employees, gaining acceptance for change, difficult conversations, performance reviews, employee recognition. Separations - For cause terminations, layoffs or reduction in force, voluntary quits, retirements, post-employment inquiries (such as reference checks from other employers). The SHRM Essential Guide to Employment Law is your One-Stop Legal Reference to Employment Law. It simple, straightforward language on everything HR professionals, employers, and small business owners need to know about their relationship with their employees in order to comply with the law and protect themselves and their business from legal action. Covering more than 200 workplace law topics, the Guide provides an overview of U.S. workplace laws, regulations, and court decisions that employers, large or small, are likely to face, as well as what pitfalls to anticipate and when to seek professional advice. Each chapter offers general principles, highlights key issues, and provides specific examples and suggestions to help make the employer-employee relationship run more smoothly.

This thoroughly revised second edition presents up-to-date analysis from various academic streams and disciplines that illuminate our understanding of employee voice from a range of different perspectives. Exploring the previously under-represented paradigm of the organizational behaviour approach, new chapters take account of a broader conceptualization of employee voice. Written by expert contributors, this Handbook explores the meaning and impact of employee voice for various stakeholders and considers the ways in which these actors engage with voice processes such as collective bargaining, individual processes, mutual gains, task-based voice and grievance procedures

Subheading on contents page: The supervisors role in discipline and human relations.

"This guide is for business owners, managers, and HR professionals who need to create (or update) a legal and plain-English employee handbook. It provides legal information, practical suggestions, and best practices on wages, hours, and tip pools; at-will employment; time off; discrimination and harassment; complaints and investigations; health and safety; drugs and alcohol; workplace privacy; and email and social media"--

The most complete guide to an employer's legal rights and responsibilities, this book shows how to comply with workplace laws and regulations, run a safe and fair workplace and avoid lawsuits. It explains the latest laws concerning: -- hiring and firing -- personnel policies -- employee compensation and benefits -- discrimination -- workers' comp -- workplace health and safety -- family and medical leave -- and much more. The completely revised third edition expands its coverage of worker privacy rules, discusses when a psychological test of a job applicant may violate the Americans With Disabilities Act, provides updated information on training wages and rounding off hours worked, and trumpets the latest word from the U.S. Supreme Court on sexual harassment.

The role of human resources is no longer limited to hiring, managing compensation, and ensuring compliance. Since the 1990s, a transformation has occurred. Companies are calling upon a new breed of HR professionals to behave as organization development consultants, helping to determine priorities in running the business, design how work gets done, craft strategy, and shape culture. A compendium of the best thinking on the subject, Handbook for Strategic HR includes 78 articles from the renowned OD Practitioner. It introduces readers to core organization development strategies and skills, giving them creative approaches, practical tips, and proven methods to help them: * See the big picture, think systemically, and strategically identify where best to foster change in their organization * Team up with consultants and senior-level staff in leading a change project * Put employee engagement to practical use and involve "minds, hearts, and hands" in the important work of the organization * Operate effectively in cross-cultural and virtual working situations Comprehensive and practical, this forward-thinking book enables readers to become key partners in leading their organizations forward. This book is approved for HRCI Recertification Credit. See the SHRM store website for details.

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