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Books

Employee Handbook and Personnel Policies Manual - 15th Edition

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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.

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- 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

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