



# Create Your Own Employee Handbook: A Legal & Practical Guide for Employers

*Lisa Guerin, Amy DelPo*

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**Create Your Own Employee Handbook: A Legal & Practical Guide for Employers** Lisa Guerin, Amy DelPo

Create a handbook for employees, spelling out your company's benefits, policies and procedures using this practical legal guide

Every company, no matter how big or small, needs to provide workers with an employee handbook. *Create Your Own Employee Handbook* gives you the information and policies all managers, HR professionals and business owners need to create their own reader-friendly guide, no matter what state you live in. Each chapter covers a different topic, including:

- . at-will employment
- . hiring
- . pay and payroll
- . workdays and hours
- . performance evaluations
- . benefits
- . discrimination and harassment
- . complaints and investigations
- . leave
- . health and safety
- . substance abuse
- . privacy in the workplace
- . discipline

You'll get the lowdown on the legal and practical considerations that apply to each topic in your state, plus sample policies that you can use as-is or tailor to meet your needs. You can even cut and paste the language you need to complete your own handbook instantly.

This edition is completely updated to reflect recent changes to federal and state law, and covers emerging workplace issues such as healthcare reform law and social networking policies. *Download forms for book at nolo.com*

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