

Employee Handbook and Personnel Policies Manual - 16th Edition

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The **Employee Handbook And Personnel Policies Manual** is a unique publication by Attorney Richard J. Simmons of Sheppard, Mullin, Richter & Hampton LLP. It is the first book of its kind – designed for employers throughout the country. It covers the full range of policies included in employee handbooks. It is a one-stop reference manual for personnel policies with guidance on **how to draft policies** and **avoid common pitfalls**. The desk manual is 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 governing personnel policies. In addition to 10 chapters discussing the practical and legal concerns in drafting handbooks, the book includes literally hundreds of sample policies.

Among the numerous topics addressed are the following:

- **Medical Leave of Absence Policies**
- **Telework 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 Breaks**
- **Sick Pay Policies**
- **Day of Rest Policies**
- **Sexual Harassment Policies**
- **Grievance Procedures And Dispute Resolution**
- **Contract Issues**
- **Employment At Will**

- **Layoff, Furlough And Staff Reduction**
- **Anti-Bullying Policy**
- **Pregnancy Leave Policies**
- **New CFRA, FMLA and PFL Policies**
- **COBRA Notice**
- **Kin-Care Designations**
- **Violence Prevention Policies**
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- **Family Leave Policies**
- **Overtime Policies**
- **Internet and Email Policies**
- **Compensatory Time Off Rules**
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