

## Book of Human Resources Forms - 5th Edition

### A collection of forms from the inception to the conclusion of the employment relationship

Richard J. Simmons

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In this new publication, Attorney Richard J. Simmons of the law firm of Sheppard, Mullin, Richter and Hampton LLP, has developed **over 240 personnel and HR forms** that will greatly simplify many personnel administration tasks. These include a vast collection of forms that guide those responsible for personnel administration through the entire employment relationship, from its inception to its conclusion, and beyond.

The sample forms and letters include job applications, offer letters, counseling forms, performance improvement plans, disciplinary action plans, layoff notices, leave of absence forms, change of status forms, and many more. This publication is an essential resource for every employer. Any one of the forms will pay for the entire cost of the publication. The chapters of the book include forms in the following general areas:

- PRE-HIRE FORMS
- NEW-HIRE & ORIENTATION FORMS
- PAYROLL PRACTICE FORMS
- EMPLOYEE BENEFIT FORMS
- PERSONNEL ACTION AND STATUS FORMS
- LEAVE OF ABSENCE AND TIME OFF FORMS
- DISCIPLINARY ACTION AND GRIEVANCE FORMS
- EDUCATION ASSISTANCE AND TRAINING FORMS
- SEPARATION AND POST-SEPARATION FORMS
- GOVERNMENT FORMS

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