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	Autore	McDonald James J.
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Difficult; 1.2: Which Law?; 1.3: The Cost of Getting It Wrong; 1.4: This Book's Purpose and Approach; Chapter 2. Employment at Will: What It Really Means; 2.1: Exceptions to Employment at Will; 2.2: Reinforcing Employment at Will; 2.3: The NLRB and Employment at Will; 2.4: Employment at Will versus "Right to Work"; 2.5: The Limits of Employment at Will; Chapter 3. Arbitration of Employment Disputes 3.1: Why Arbitration Is a Good Idea 3.2: Potential Negatives Regarding Arbitration; 3.3: Enforceability of Arbitration Agreements; 3.4: Requiring Arbitration as a Condition of Employment; 3.5: Use of Arbitration Agreement to Block Class Actions; 3.6: Arbitration of PAGA Claims; 3.7: The Franken Amendment and Executive Order 13673; 3.8: Implementation of Arbitration Agreements; Chapter 4. Employee Handbooks; 4.1: Introductory Language; 4.2: Employment at Will; 4.3: Introductory Period; 4.4: Equal Employment Opportunity; 4.5: Policy Against Harassment; 4.6: Policy Against Retaliation 4.7: Employee Definitions 4.8: Overtime; 4.9: Meal Periods; 4.10: Rest Breaks; 4.11: Lactation Breaks; 4.12: Paid Holidays; 4.13: Vacation; 4.14: Paid Sick Leave; 4.15: Family and Medical Leave Act/California Family Rights Act Leave; 4.16: Other Medical Leaves; 4.17: Pregnancy Leave; 4.18: Bereavement Leave; 4.19: Jury Duty Leave; 4.20: Military Service Leaves; 4.21: Other Required Leaves of Absence; 4.22: Electronic Communications; 4.23: Confidentiality; 4.24: Social Media; 4.25: Other Rules of Conduct; 4.26: Open Door Policy; 4.27: Arbitration of Disputes Chapter 5. Employees or Independent Contractors? 5.1: Determining the Proper Classification; 5.2: The Consequences of Misclassifying Employees as Contractors; 5.3: Minimize Your Exposure with Independent Contractors; 5.4: Other Issues Involving Independent Contractors; Chapter 6. The Hiring Process; 6.1: The Importance of a Current Job Description; 6.2: Where to Recruit; 6.3: Staffing Agencies and "Temp-to-Hire" Employees; 6.4: The Employment Application; 6.5: Criminal Record Inquiries; 6.6: Megan's List; 6.7: Interviewing Job Candidates; 6.8: The Use of Social Media to Screen Applicants 6.9: Testing of Candidates 6.10: Polygraph Testing; 6.11: Pre-Employment Drug Testing; 6.12: Background Checks; 6.13: Reference Checks; 6.14: Medical Examinations and Inquiries; 6.15: Onboarding Documents; Chapter 7. Paying Employees Correctly; 7.1: Sources of California Wage and Hour Laws; 7.2: Coverage of California Wage and Hour Laws; 7.3: Minimum Wage; 7.4: Requirement That Minimum Wage Be Paid for All Hours Worked; 7.5: Unpaid Interns and Volunteers; 7.6: Travel Time; 7.7: Commuting Time; 7.8: Preparation Time; 7.9: Education and Training Time; 7.10: Sleeping Time 7.11: Reporting Time Pay
