Record Nr. UNINA9910783519103321 Autore Barbeito Carol L **Titolo** Human resource policies and procedures for nonprofit organizations [[electronic resource] /] / Carol L. Barbeito Hoboken, N.J., : J. Wiley, c2004 Pubbl/distr/stampa 1-280-26529-9 **ISBN** 9786610265299 0-471-69207-7 Descrizione fisica 1 online resource (207 p.) Disciplina 658.3/01 Nonprofit organizations - Personnel management Soggetti Nonprofit organizations - Management Inglese Lingua di pubblicazione **Formato** Materiale a stampa Livello bibliografico Monografia Note generali Description based upon print version of record. Nota di bibliografia Includes bibliographical references and index. Nota di contenuto Human Resource Policies and Procedures for Nonprofit Organizations: About the Author; Acknowledgment; Contents; PREFACE; CHAPTER 1 Organization Policies; CHAPTER 2 Nondiscrimination; CHAPTER 3 Recruitment, Hiring, and Termination; CHAPTER 4 Compensation Policies: CHAPTER 5 Supervision: CHAPTER 6 Employment Conditions: CHAPTER 7 Administration: CHAPTER 8 Volunteer Policies: CHAPTER 9 Client and Client Services Policies; APPENDIX A The Human Resource Cycle of Activities; APPENDIX B Action Steps for Attracting and Retaining Quality Personnel; APPENDIX C Rate Yourself as a Volunteer Motivator APPENDIX D Providing a Motivating EnvironmentAPPENDIX E Administrative Simplification under HIPAA: National Standards for Transactions, Security, and Privacy; INDEX; Sommario/riassunto This book provides a framework for the development of a comprehensive human resource management system, including paid employees, volunteer workers, and outsourced work. It offers extensive sample policies, procedures, and forms that can be easily adapted to

individual nonprofit organizations of any size.