

1. Record Nr.	UNINA9910969296703321
Autore	Muller Max <1947->
Titolo	The manager's guide to HR : hiring, firing, performance evaluations, documentation, benefits, and everything else you need to know / / Max Muller
Pubbl/distr/stampa	New York, : AMACOM [Alexandria, Va.], : SHRM, c2009
ISBN	9786612102394 9781621984665 1621984664 9781282102392 1282102397 9780814412718 0814412718
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (322 p.)
Collana	BusinessPro collection
Disciplina	658.3
Soggetti	Personnel management Supervision of employees Labor laws and legislation - United States
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover; CONTENTS; PREFACE; CHAPTER 1 : HIRING; Introduction; Defining the Job; Writing the Job Description; Recruiting; Interviewing; Verifying Employment Eligibility; CHAPTER 2 : PERFORMANCE EVALUATIONS; Introduction; The Job Description; Employee Self-Review; Specificity; Structured Performance Reviews and Discrimination; CHAPTER 3 : TRAINING; Introduction; Purpose; Strategy; Safety; Sexual and Other Forms of Harassment; Training Records; CHAPTER 4 : BENEFITS; Introduction: The Family and Medical Leave Act; Covered Entities; The Twelve-Month Period; Notices; Scheduling the Leave The WorkweekEmployee Eligibility; Eligible Reasons for Leave; Unpaid Nature of Leave; Maintaining Health Benefits; Serious Health Conditions; Health Care Provider; Key Employees; The Employee

Retirement Income Security Act of 1974 (ERISA); The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA); The Health Insurance Portability and Accountability Act of 1996-Preeexisting Conditions; The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA); CHAPTER 5 : COMPENSATION; Introduction; Minimum Wage and Overtime; Compensable Hours The Equal Pay Act: Equal Pay for Men and WomenChild Labor; Coverage; Benefits and Payroll Practices Not Covered by the FLSA; Exempt vs. Nonexempt Status Under the FLSA; Wage and Hour Violations; CHAPTER 6 : EMPLOYMENT LAWS; Introduction; Key Federal Employment Laws; Prohibited Acts; Enforcement Mechanisms; Proof of Discrimination; Title VII Remedies; Federally Protected Classes; The Americans with Disabilities Act; State and Local Protected Classes; CHAPTER 7 : HOT-BUTTON ISSUES: SEXUAL HARASSMENT AND WORKPLACE VIOLENCE; Sexual Harassment: Introduction; Sexual Harassment Defined The Faragher-Ellerth DefenseThe Investigation; Workplace Violence; CHAPTER 8 : PRIVACY ISSUES; Introduction; Background Checks; Medical Information During the Hiring Process; The Employee Polygraph Protection Act of 1988; Monitoring Employees in the Workplace; The National Labor Relations Act and Monitoring Employee Behavior; Surveillance, Searches, and Other Intrusions; Invasion of Privacy; Defamation, Libel, and Slander; Intentional Infliction of Emotional Distress or Outrage; False Imprisonment; CHAPTER 9 : FIRING AND SEPARATION; Introduction; Policy Statements May Alter At-Will Employment How to Reestablish the At-Will PrivilegeProgressive Discipline; The Termination Session; Wrongful Discharge; The Worker Adjustment and Retraining Notification Act; CHAPTER 10 : DOCUMENTATION AND RECORDS RETENTION; Introduction; Personnel Records in General; Medical Information; Other Documents That Should Not Be Kept in a Personnel File; EEOC Minimum Document Retention Rules Under Title VII; Document Retention Policies; OSHA Recordkeeping; INDEX; A; B; C; D; E; F; G; H; I; J; K; L; M; N; O; P; Q; R; S; T; U; V; W; Y

Sommario/riassunto

The essential HR overview every manager and small-business owner needs.
