

How to develop a personnel policy manual

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Abstrak

Putting personnel policies on paper -- clearly, accurately, and legally -- is crucial for successful employee relations. And the classic "How to Develop a Personnel Policy Manual" has been the key to making this laborious task as quick, painless, and effective as possible. Now appearing in a fully updated Sixth Edition, this essential reference guides HR professionals through the entire process of planning, developing, and writing the manual. It includes hundreds of sample policies covering every important topic, from hiring to benefits to termination, along with planning checklists and synopses of relevant employment laws.