



Montana Department of **LABOR & INDUSTRY**

Employee Handbook: Sample Policies

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and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside **The Nonprofit Human Resource Management Handbook** Jessica Word, Jessica Sowa, 2017-06-26 As an increasing number of individuals go to work in the nonprofit sector nonprofit managers need support on how best to build their human resource management capacity They need to know what systems to examine what questions to ask and how to ensure they are managing people in a legal manner and as effectively as possible given their particular resource constraints Important questions include Do we have a clear philosophy one that aligns with our nonprofit mission and values and allows us to treat our employees as the professionals they are How do we select develop and retain the best people who will produce high value high performance work and how do we do so with limited resources How do we effectively manage our mix of volunteers and paid staff What do we need to consider to ensure diverse people work together in a harmonious fashion With all new chapters written by the top scholars in the field of nonprofit HRM these are but a few of the many questions that are addressed in this timely volume These scholars delve into their particular areas of expertise offering a comprehensive look at theories and trends legal and ethical issues how to build HRM from recruitment management labor relations to training and appraisal as well as topics in diversity technology and paid versus volunteer workforce management This essential handbook offers all core topic coverage as well as countless insider insights additional resource lists and tool sets for practical application With chapters grounded in existing research but also connecting research to practice for those in the field The Nonprofit Human Resource Management Handbook will be required reading for a generation of scholars students and practitioners of nonprofit human resource management Create Your Own Employee Handbook Lisa Guerin, Amy Delpo, 2021-05-25 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media Create Your Own Employee Handbook provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook Find the latest legal information practical suggestions and best practices on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition covers recent updates to state and federal laws including expanded rules on paid family and medical leave sick leave state temporary disability programs and much more With Downloadable forms Forms to help All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside **A Guide to Good Employment Practice in the Community and Voluntary Sector (2nd ed)** Jane Clarke, 2002 **Employment Litigation Handbook** Cathy Beveridge, 2010 This updated and expanded edition provides experienced solutions to the procedural and important substantive problems you will encounter in assessing settling litigating and appealing an employment case no matter your level of experience whether you represent management or

employee or whether the case at hand involves harassment discrimination or wrongful discharge It includes dozens of checklists sample pleadings interrogatories letters and other useful forms These time saving materials are also included on a CD ROM

Hospitality Employee Management and Supervision Kerry L. Sommerville, 2007-02-26 In many hospitality establishments one manager or supervisor is the entire human resources department making all the hiring and training decisions often without having a formal human resources background Filling this knowledge gap Hospitality Employee Management and Supervision provides both busy professionals and students with a one stop comprehensive guide to human resources in the hospitality industry Rather than taking a theoretical approach this text provides a hands on practical and applications based approach The coverage is divided into four sections legal considerations employee selection employee orientation and training and communication and motivation Each chapter in this lively and engaging text features Quotations Various practitioners in the hospitality industry highlight the chapter's focus Chapter Objectives and Summaries lay out key concepts and then at the end of each chapter review them HRM in Action features highlight real world HRM experiences that relate to the content presented in each chapter Tales from the Field Hospitality employees provide accounts of the various challenges they face in the industry Ethical Dilemmas Scenarios from the hospitality industry which emphasize the role ethics plays in every aspect of the hospitality industry Practice Quizzes and Chapter Review Questions reinforce student comprehension of key concepts Hands On HRM Mini cases based on real world situations with discussion questions Chapter Key Terms Bolded within the chapter and then listed at the end of each chapter with definitions

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Employee Discharge and Documentation Joseph J. Doherty, Mary Moffatt Helms, Gary W. Wright, 2005

The Complete Human Resources Writing Guide Diane Arthur, 1997 Here's the first writing manual designed especially for HR professionals It combines clear complete how to do it guidelines on writing with more than 100 actual samples of HR documents

Equal Employment Opportunity Compliance Guide 2016 BUCKLEY, 2015-12-16 Equal Employment Opportunity Compliance Guide 2015 Edition is the comprehensive and easy to use guide that examines all the major administrative and judicial decisions interpretive memoranda and other publications of the EEOC providing complete compliance advice that is easy to follow as well as the full text of the most important EEOC publications and more on CD ROM This one stop "EEO solution" delivers completely current coverage of compliance developments related to Harassment Including thorough coverage of the employer's prevention responsibilities Disability Fully comply with all requirements including the accommodation of work schedules Religious discrimination Keep current with the most recent developments including "reverse" religious discrimination Gender identity discrimination Avoid high profile

and potentially costly mistakes *Workplace Law Handbook 2011* Alex Davies,2011-06 **The Entrepreneur's Survival Handbook** Derreck Ford,2020-12-28 Being an entrepreneur is risky USA Today has written that only 1 out of 5 new businesses survive past their first year of operation Even fewer new businesses make it to five or ten years Those who want to buck the odds must have persistence resilience and creativity to survive An entrepreneur with over 30 years of experience knows all too well what a challenge it can be to start a business and has created a book to help budding entrepreneurs to not only build their business but to thrive The Entrepreneur s Survival Handbook covers challenges entrepreneurs face that are not common knowledge or even discussed It includes essential topics such as these The wisdom of hiring friends and family The importance of an employee manual Overcoming the fear of such a big undertaking How to read a room Solutions to potential problems The handbook features 52 pointers for entrepreneurs one for each week of the year to study and record results Entrepreneurs can read them one by one or shuffle them like a deck of cards This one of a kind resource serves as an excellent complement to traditional business school training allowing entrepreneurs their best chance to achieve success and build their businesses Business Documentation: A Technical Communication Skill Sawitri Devi,2025-04-02 **Equal Employment Opportunity 2020 Compliance Guide** Buckley,2019-11-12 Equal Employment Opportunity Compliance Guide 2020 Edition is the comprehensive and easy to use guide that examines all the major administrative and judicial decisions interpretive memoranda and other publications of the EEOC providing complete compliance advice that is easy to follow as well as the full text of the most important EEOC publications and more on CD ROM This one stop EEO solution delivers completely current coverage of compliance developments related to Harassment Including thorough coverage of the employer s prevention responsibilities Disability Fully comply with all requirements including the accommodation of work schedules Religious discrimination Keep current with the most recent developments including reverse religious discrimination Gender identity discrimination Avoid high profile and potentially costly mistakes Previous Edition Equal Employment Opportunity Compliance Guide 2019 Edition ISBN 9781543800043 *Human Resources Kit For Dummies* Max Messmer,2012-11-28 Align HR practices with your objectives and keep your company competitive A company s ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you re a business owner and your company is growing or you re an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today s increasingly regulated environment can be tricky Human Resources Kit For Dummies is your one stop resource for learning the nuts and bolts of HR It gives you forms and templates that you can put to immediate and productive use New information on anti discrimination legislation measuring performance hiring firing and retaining employees and training and development plans The latest info on online and social media policies

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