



# Montana Department of **LABOR & INDUSTRY**

## Employee Handbook: Sample Policies

*This selection of sample policies is for general information only – it is not intended as legal advice. Neither the State of Montana nor its employees make any express or implicit warranty regarding the sufficiency, accuracy or completeness of the enclosed material. We encourage employers to obtain independent legal review before implementing any written policies.*

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# Employee Manual Preparation

**National Electric Light Association.  
Convention**



## **Employee Manual Preparation:**

**Preparing an Employee Handbook** Winifred Marks, 1972      **Pointers on Preparing an Employee Handbook** Frank M. Cruger, 1977      Personnel Operations Guide, Prepared by Office of Personnel Administration, April 1950 United States. Commerce Department, 1950      How to Prepare an Employee Handbook, 1982      How to Prepare an Employee Handbook Management Information Center, 1971      How to Prepare and Write Your Employee Handbook Edward M. Anson, 1988-01

**Drafting an Employee Handbook** Mona Mehta Stone, 2011 Drafting an Employee Handbook is a user friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes Most businesses adopt a reactive approach to addressing employment policies only worrying about them after an issue arises or someone complains However a well written handbook can be a forceful shield against potential grievances and costly litigation Moreover it can improve employee morale increase productivity and forestall complaints Drafting an Employee Handbook is a must have for human resources professionals in house legal counsel compliance officers supervisors or any employer who wants to learn how to create better business practices minimize workplace disruption and improve employer employee relations Written by an experienced labor and employment attorney this easy to follow guide explains the advantages of having an employee handbook and the risks of not having one You will learn how to draft new policies update existing ones and watch for legal compliance Complete with sample policies and forms this book will instruct you on how to create and enforce an employee handbook that fits your needs

**Manual of Rules and Regulations ...: Organization and administration** United States. Work Projects Administration, 1939      **How to Prepare an Employee's Handbook** National Foremen's Institute, 1954      *How to Prepare and Publish an Employee Manual* American Management Association, 1942      *A Bibliography of Public Personnel Administration Literature. Supplement, No. 1-8* United States Civil Service Commission. Library, 1950      General Handbook : Engineered Performance Standards : Public Works Maintenance United States. Bureau of Yards and Docks, 1977      Index to Information, 1989      *Index to Civil Service Commission Information* United States Civil Service Commission, 1977-06      **Federal Tax Compliance Manual** CCH

Incorporated, 2007-12 CCH's Federal Tax Compliance Manual formerly published under title CCH Federal Tax Manual is a comprehensive source for explanations practical examples filled in tax return forms key tax facts federal tax tables and other information that will assist practitioners in accurately complete federal tax returns This convenient and authoritative resource covers the preparation of tax returns and tax compliance providing helpful guidance on the basic federal tax rules and forms affecting individuals and businesses The rules applied to everyday business and personal income tax decisions are thoroughly discussed with special emphasis on how these issues should be handled on the return Among the topics covered are Individuals Corporations Pass Through Entities Income Deductions and Credits Tax Accounting Rules Dividends Interest Rents and Royalties Retirement Plans and Distributions Depreciation Sales and Exchanges      **Personnel Policies and**

**Practices of the Pan American Union** Pan American Union. Committee of Experts on Personnel Management,1951  
**Personnel Information Bulletin** United States. Veterans Administration,1946      **Proceedings ... Convention ...**  
National Electric Light Association,1923      *Proceedings of National Electric Light Association* National Electric Light  
Association. Convention,1923      Publications of the National Electric Light Association.- ,1923

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