

Table of Contents

Chapter 1

Employment Issues Under Key Federal Employment Law

Chapter 2

Employment Issues Under State and Local Law

Chapter 3

Policies and Procedures Manuals and Employee Handbooks

Chapter 4

Hiring and Firing

Chapter 5

Effective Communications -A Key to Productivity

Appendix A

Violations of Title VII

Appendix B

Violations of the ADA

Appendix C

Anti-Sexual Harassment Policy Treatment of Employees

Appendix D

Sample Leave Request Form

Appendix E

Employer's Response Form

Appendix F

Certification of Health Care Provider

Appendix G

White-Collar Exemption Standards

Appendix H

Sample Employee Handbook Table of Contents

Appendix I

Employee Handbook Topics