

# General Employee Handbook Guidelines

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[Complete Guide to Human Resources and the Law, 2021 Edition](#) - Dana Shilling 2020-08-05

The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues. You'll know what to do (and what not to do) to avoid costly mistakes or oversights, confront HR problems - legally and effectively - and understand the rules. The Complete Guide to Human Resources and the Law offers fast, dependable, plain English legal guidance for HR-related situations from ADA accommodation, diversity training, and privacy issues to hiring and termination, employee benefit plans, compensation, and recordkeeping. It brings you the most up-to-date information as well as practical tips and checklists in a well-organized, easy-to-use resource. **Nursing Home Administration, 6th Edition + the Licensing Exam Review Guide in Nursing Home Administration, 6th Edition** - Springer Verlag 2011-02

**Electronic Communication Equipment** - United States. Department of Defense 1964

**A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE)** - Project Management Institute Project Management Institute 2021-08-01

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector.

**Your Federal Income Tax for Individuals** - 2003

[Writing Effective Policies and Procedures](#) - Nancy Campbell 1998

A step-by-step resource for clear communication of all types of policies and procedures. Policies and procedures - they're what make a company run efficiently and legally. Now managers have a definitive guide to creating accurate policies and procedures documents. The book is useful for professionals in such areas as: \* health and safety \* human resources \* office management \* administration \* quality \* manufacturing \* customer service \* finance and accounting. Readers will enjoy the unusually friendly, informal approach of this book. Loaded with examples, checklists, guidelines, quick tips, work plans, and forms, it is ready for immediate use. The book shows how to: \* write (and design) documents clearly (so employees will understand and follow the policies) \* plan, analyze, and research each element \* help employees increase efficiency, reduce mistakes and frustration, and save time and money - by providing clear guidelines to follow \* avoid legal mistakes that can get a company in trouble.

*Handbook for Bakers* - Albert F. Gerhard 1925

[Guidance for Preparing Workplaces for COVID-19](#) - National Safety Compliance 2020-07-15

[Employee Relationship Policy](#) - Tennessee Valley Authority 1935

**Your Employee Handbook Office Version** - Jackie Smith 2012-02-19  
Increase Your Employees' Productivity and Save Time and Money with Your Employee Handbook Office Version Your Employee Handbook Office Version was created for contractors, builders, plumbers, electricians and other skilled trades. The system includes dozens of ready-to-use policies written and edited for clarity and with the understanding that quality, skilled craftsmen are valuable assets to any company. From management to hourly workers, the employees in this industry are self-directed and are required to make more decisions than employees in other industries. The policies include updated hiring, termination, performance evaluations and payroll, disciplinary procedures and general company standards. The system also includes dozens of ready-to-use policies, written and edited for clarity and to meet all federal and state guidelines. Unlike other employee handbook products, Your Employee Handbook Office Version is a complete human resources system that provides you with all the tools you need for effective staff management. Your Employee Handbook Office Version was especially written for small businesses with less than 100 employees by a practicing expert in the human resources field and reviewed by an attorney with a specialty in employment law. When you purchase Your Employee Handbook Office Version, you get access the editable Word file -- no re-typing! and the Employer's Poster Kit Online at no additional charge (with free registration to our website). As a registered purchaser, you receive free "forever access" to your purchased files, Special Reports, the Reference Library and Policy Vault, and get notices of upgrades and revisions. See the instruction pages of the handbook for the registration link to our site. As you hire people to help handle your success, the task of managing your employees can take more time and effort than any other part of running a business Very few small business owners even consider an employee handbook until something goes wrong. But there are many important reasons why you need one -- reasons that will save you time and money. Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem, it will increase performance and productivity in your employees. Here are a few examples: Professional discipline and termination practices safeguard your business from lawsuits. Reduce unemployment and workers comp premiums. Keep morale high with clear standards for performance. Fair and legal vacation policies motivate employees to do their best. Performance evaluations increase morale and eliminate conflicts. Your employees do their jobs without constant supervision, freeing you to focus on growing your business. Employees work best when they know exactly what is expected of them. Having specific goals to work toward helps them measure how well they are doing in their positions. It will also help you to either improve the performance of your weakest links, or terminate them without problems or penalties to your business. Your Employee Handbook is recommended by Entrepreneur.com and Fortune Small Business Magazine. It's endorsed by associations such as the Wisconsin Home Builders Association and Uniform Retailers Association, and used by thousands of small businesses, including attorneys.

*Nursing Home Administration, Sixth Edition* - James E. Allen, PhD, MSPH, NHA, IP 2011-02-25

Named a 2013 Doody's Essential Purchase! The sixth edition of Nursing

Home Administration contains essential information to prepare an individual for licensure and employment as a nursing home administrator. This book addresses all regulatory pieces of information to provide readers with an overview of the entire process of managing a nursing facility. This edition has been updated to reflect the most accurate and up-to-date information to reflect new legislation and regulations passed since previous edition in 2008. This textbook serves as a roadmap for studying and understanding all the various requirements-management, human resources, finance and business, industry laws and regulations, and patient care. It demonstrates how all components fit together to form the coordinated activity set required of a successful nursing home administrator. Key Features: Formatted according to licensing examination and guidelines of the National Association of Boards of Examiners of Nursing Home Administrators New federal guidelines to surveyors New resident assessment instrument Updated figures and tables New life safety code inspection processes New ICDM-10 (International Classification of Diseases-Modified) Sub-set of federal forms included in appendices Web references to enable the reader to successfully navigate the nursing home administration field

#### **The Medicare Handbook -**

*The Guide to Processing Personnel Actions - 1995*

#### **Do-It-Yourself, Customizable Employee Handbook: Save Time and Money - Vanessa Nelson 2012-11-26**

The average lawsuit settlement is \$165,000! It takes just one disgruntled employee or applicant to file a lawsuit against you. It is crucial for companies (of all sizes) to reduce the risk of lawsuits by creating a legally compliant employee handbook. The employee handbook is the most important communication tool between you and your employees. It also helps supervisors and managers to manage the workforce. A handbook tells employees what the company expects from them and what they can expect from the company, i.e., "What are my working hours?" "Who do I complain to about my supervisor's sexual advances?" "Am I eligible for Holiday pay?" "What is the dress code?" A well-written employee handbook will answer these questions and more. It is always safer to rely on written procedures rather than common practices of the business or unwritten procedures.

*Standards of Ethical Conduct for Employees of the Executive Branch - 1994*

Includes Part I of Executive Order 12674 (April 12, 1989) & 5 CFR Part 2635 Regulation (August 7, 1992). Covers: gifts from outside sources, gifts between employees, conflicting financial interests, impartiality in performing official duties, seeking other employment, misuse of position, & outside activities. Also includes related statutory authorities.

**Your Employee Handbook Manufacturers Version - Jackie Smith 2012-02-17**

Increase Your Employees' Productivity and Save Time and Money with Your Employee Handbook Manufacturers Version Your Employee Handbook Manufacturers Version was created for companies that employ semi-skilled and skilled workers in a manufacturing or distribution environment. This version also covers professional, clerical and managerial employees, in addition to line positions. The policies are written to emphasize the importance of workers being alert and ready for their shift, reliable attendance, the necessity of on-the-job training, following supervisory instruction and asking questions related to the project. The policies include updated hiring, termination, performance evaluations and payroll, disciplinary procedures and general company standards, as well as manufacturer-specific policies, such as licenses and certifications, welding, field assignment pay, safety, fall protection and protective equipment policies. It also covers call-in procedures, inclement weather policies, safety awareness, hours of work and attendance, adherence to quality standards, workplace security and more. Unlike other employee handbook products, Your Employee Handbook for Healthcare Providers is a complete human resources system that provides you with all the tools you need for effective staff management. Your Employee Handbook Manufacturers Version was especially written for small manufacturing businesses with 100 employees or less. It was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law. When you purchase Your Employee Handbook Manufacturers Version, you get access the editable Word file -- no re-typing! and the Employer's Poster Kit Online at no additional charge (with free registration to our website). As a registered purchaser, you receive free

"forever access" to your purchased files, Special Reports, the Reference Library and Policy Vault, and get notices of upgrades and revisions. See the instruction pages of the handbook for the registration link to our site. As you hire people to help handle your success, the task of managing your employees can take more time and effort than any other part of running a business Very few small business owners even consider an employee handbook until something goes wrong. But there are many important reasons why you need one -- reasons that will save you time and money. Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem, it will increase performance and productivity in your employees. Here are a few examples: Professional discipline and termination practices safeguard your business from lawsuits. Reduce unemployment and workers comp premiums. Keep morale high with clear standards for performance. Fair and legal vacation policies motivate employees to do their best. Performance evaluations increase morale and eliminate conflicts. Your employees do their jobs without constant supervision, freeing you to focus on growing your business. Employees work best when they know exactly what is expected of them. Having specific goals to work toward helps them measure how well they are doing in their positions. It will also help you to either improve the performance of your weakest links, or terminate them without problems or penalties to your business. Your Employee Handbook is recommended by Entrepreneur.com and Fortune Small Business Magazine. It's endorsed by associations such as the Wisconsin Home Builders Association and Uniform Retailers Association, and used by thousands of small businesses, including attorneys.

#### **An Employee's Guide to Health Benefits Under COBRA - 2010**

**Employment Law - Lori B. Rassas 2022-09-14**

"Text for undergraduate, graduate, human resources, and paralegal courses on employment law"--

*The Associated Press Stylebook 2015 - Associated Press 2015-07-14*

A fully revised and updated edition of the bible of the newspaper industry **Model Rules of Professional Conduct - American Bar Association. House of Delegates 2007**

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

**Human Resources Policies and Procedures Manual - Inc Bizmanualz 2014-01-01**

Human Resources Procedures for Employee Management can help you easily create the Human Resources (HR) policies and procedures manual you need to ensure the fair treatment of employees as required by Federal law. Thoroughly researched and reviewed by experts in the field, this important organizational resource provides more than 800 pages of content based on best practices, and it addresses important issues such as COBRA, HIPAA, ADA, FMLA, and other major Federal employment regulations. This quality hardback edition also covers important employer/employee topics such as job descriptions, hiring and termination, compensation and benefits, training and development, as well as general HR administration. It also includes a sample Employee Handbook and an HR Managers Manual. Designed for busy professionals such as HR Executives, Office Managers, and Business Owners, Human Resources Procedures for Employee Management is an important tool in managing the most important resource in your business - your employees. This new edition also includes updated and complete job descriptions for every job referenced in the text. Given the broad range of topics that fall under the HR rubric, creating a system of policies and procedures can be a daunting task. Fortunately, with Human Resources Policies and Procedures Manual there is no need to start from scratch - it's already been done for you!

[Guidelines for Preventing Workplace Violence for Health Care & Social Service Workers - 2004](#)

**Constitution of the State of Maine - Maine 1902**



### **Giving Effective Feedback (HBR 20-Minute Manager Series) -**

Harvard Business Review 2014-10-21

Whether you're dealing with a problem employee or praising the good work of a colleague, you need to communicate in a way that promotes positive change in others. Giving Effective Feedback quickly walks you through the basics of delivering feedback that gets results, including: Choosing the right time to talk Engaging in productive dialogue Helping both star and struggling performers Developing a plan for effective follow-up Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

Occupational Outlook Handbook - United States. Bureau of Labor Statistics 1976

*Every Employee's Guide to the Law* - Lewin G. I Joel, II 2011-03-30

Covering every aspect of employment from the job interview to post-employment benefits, this invaluable resource focuses on employee rights guaranteed by law and explains how workers can be protected. In language praised for its clarity and accessibility, this updated edition provides a strong foundation of legal knowledge and advice on wages and hours, health and safety, harassment, invasion of privacy, discipline, unemployment compensation, and more. 448 pp. Radio publicity. Author tour. 15,000 print.

**ERISA: A Comprehensive Guide, 5th Edition** - Ferenczy, Cohen 2019-12-10

The Fifth Edition of ERISA: A Comprehensive Guide provides a thorough and authoritative analysis of the principal statutory provisions of the Employee Retirement Income Security Act of 1974 (ERISA) and the corresponding provisions of the Internal Revenue Code (Code) dealing with employee benefits. It also discusses and explains the multitude of regulations, rulings, and interpretations issued by the Department of the Treasury, the Internal Revenue Service, the Department of Labor, and the Pension Benefit Guaranty Corporation in explanation of ERISA; the Code provisions relating to the requirements for tax-qualified retirement plans; and the subsequent legislation amending or supplementing ERISA and such Code provisions. Cited by the Supreme Court, ERISA: A Comprehensive Guide discusses and explains the multitude of regulations, rulings, and interpretations issued by the Department of the Treasury, the Internal Revenue Service, the Department of Labor, and the Pension Benefit Guaranty Corporation in explanation of ERISA and the subsequent legislation amending or supplementing ERISA. ERISA: A Comprehensive Guide has been updated to include: Description of the student loan program 2018 Private Letter Ruling and the resolution of this with the "anti-conditioning" rule. Analysis of the latest version of the EPCRS, which is available for tax-qualified retirement plans with certain compliance failures, as set forth in IRS Revenue Procedure 2019-19, including an update to the IRS user fees that apply to the various correction programs. Discussion of the new self-correction options for participant loan failures, certain non-amender failures, and beneficial retroactive amendments to increase participant's benefits. Description of IRS VCAP, its uses, limitations, and procedural requirements.

Description of IRS Revenue Procedure 2015-32 for correction of delinquent Forms 5500-EZ. Analysis of the DOL's guidance on the definition of an "Employer" for ERISA purposes and subsequent Court rulings eviscerating that guidance. Discussion of health plans use of "cross-plan offsetting" as a way of adjusting for overpayments. Discussion of the new DOL regulations governing review and appeal procedures for disability claims. Complete revision of the mergers and acquisitions chapter, including best practice, common pitfalls, a sample merger agreement, merger checklist, and spin-off agreement. Update on 2018 and 2019 court cases that impact labor relations, as well as actions taken by the current administration that overturn prior policies and decisions. Discussion of the most recent actions impacting ACA and litigation surrounding those actions. Discussion of recent court cases regarding discrimination on the basis of gender and sexual orientation. Discussion of ongoing litigation regarding "conscience-based objections" to a provision in the ACA requiring employers to provide no-cost birth control coverage to employees. Description of changes in Fair Labor Standard Act interpretations regarding wages, determination of independent contractor status, and regular rate.

Discussion of the new DOL regulations governing review and appeal procedures for disability claims. Complete revision of the mergers and acquisitions chapter, including best practice, common pitfalls, a sample merger agreement, merger checklist, and spin-off agreement. Update on 2018 and 2019 court cases that impact labor relations, as well as actions taken by the current administration that overturn prior policies and decisions. Discussion of the most recent actions impacting ACA and litigation surrounding those actions. Discussion of recent court cases regarding discrimination on the basis of gender and sexual orientation. Discussion of ongoing litigation regarding "conscience-based objections" to a provision in the ACA requiring employers to provide no-cost birth control coverage to employees. Description of changes in Fair Labor Standard Act interpretations regarding wages, determination of independent contractor status, and regular rate.

Preparing an Employee Handbook - Winifred Marks 1978

People Operations - Jay Fulcher 2021-06-22

How the Best Companies are Skipping HR and Winning the Future of Work with People Ops People Operations: Automate HR, Design a Great Employee Experience, and Unleash Your Workforce explains how leaders at small- and medium-sized businesses can stop spending time on HR administration—"paperwork"—and start focusing on the "peoplework" that truly fuels employee growth and productivity. Authors Jay Fulcher, Kevin Marasco, Tracy Cote of Zenefits, the leading people operations platform, provide readers with a playbook for creating a massive competitive advantage by eliminating antiquated approaches to HR. The book takes a look at how work has changed and what companies need to do about it, and the new approach they must take to processes, systems, and best practices. You'll learn how to eliminate busywork and hassle, and how to use that newfound time and capital to empower your biggest asset: your people. You'll receive the end-to-end guide to: Digitizing legacy HR functions Using robots for the busywork you hate Employing software to design and improve your employee experience Assembling and empowering your "people team" Utilizing the included plans and templates to guide each stage of your business transformation Perfect for managers, leaders, small business owners, and executives, People Operations is perfect for anyone who wants to optimize HR, maximize their workforce investment, support their employees, and modernize their business.

**The Uniformed Services Employment and Reemployment Rights Act** - George R. Wood 2017

**The SHRM Essential Guide to Employment Law** - Charles H. Fleischer 2018-04

The SHRM Essential Guide to Employment Law is your One-Stop Legal Reference to Employment Law. It simple, straightforward language on everything HR professionals, employers, and small business owners need to know about their relationship with their employees in order to comply with the law and protect themselves and their business from legal action. Covering more than 200 workplace law topics, the Guide provides an overview of U.S. workplace laws, regulations, and court decisions that employers, large or small, are likely to face, as well as what pitfalls to anticipate and when to seek professional advice. Each chapter offers general principles, highlights key issues, and provides specific examples and suggestions to help make the employer-employee relationship run more smoothly.

Basic Guide to the National Labor Relations Act - United States. National Labor Relations Board. Office of the General Counsel 1997

**Legal Guide to Human Resources** - Steven C. Kahn 1996-12

Employment in Iowa: Guide to Employment Laws, Regulations, and Practices 3rd Edition - Maynard G. Sautter 2022-11-15

This concise, readable explanation of applicable federal and state law offers lawyers and other professionals quick answers to employment questions. Coverage includes: hiring, hours of work and payment of wages, health and safety standards, civil rights, union organizing, collective bargaining and strikes, employer liability for employees' acts, private health care and life insurance, disability or death of employee, employee retirement benefits, termination of employment, and advisors and information sources.

Cyber Risks, Social Media and Insurance: A Guide to Risk Assessment and Management - Carrie E. Cope 2021-07-30

This publication provides unique and indispensable guidance to all in the insurance industry, other businesses and their counsel in identifying and understanding the risks (notably including cyber risks) they face by using social media in the business world and mitigating those risks through a compilation of best practices by industry experts and rulings by courts and regulatory authorities. It features analyses of pertinent policies, statutes and cases.

**For the Strength of Youth** - The Church of Jesus Christ of Latter-day Saints 1966

OUR DEAR YOUNG MEN AND YOUNG WOMEN, we have great confidence in you. You are beloved sons and daughters of God and He is mindful of you. You have come to earth at a time of great opportunities and also of great challenges. The standards in this booklet will help you with the important choices you are making now and will yet make in the future. We promise that as you keep the covenants you have made and these standards, you will be blessed with the companionship of the Holy Ghost, your faith and testimony will grow stronger, and you will enjoy increasing happiness.

**Employment Law** - Arthur L. Herold 1994

**California Leave Law: A Practical Guide for Employers** - Bernadette M. O'Brien 2019-11-15

How to navigate the complex issues surrounding family leave, military leave, worker's compensation and personal time is the subject of *California Leave Law: A Practical Guide for Employers*. This authoritative treatise gives you:

- Insightful analysis of the key employment features to keep in mind when dealing with leave law in California.
- Determinative considerations in accounting for the many different California and federal rules through the use of case studies.
- Important cases and their implications. Case are presented along with practical analysis for the day to day issues faced of the typical employer/employee relationship.
- California and federal model notices
- Useful forms and checklists

**The Practical Guide to Employment Law** - Mark Filipp 2005-05-27

The *Practical Guide to Employment Law* is a comprehensive desk manual for HR managers, legal counsel, and labor and employment attorneys. It covers federal employment laws in plain-English, giving readers the practical information necessary to apply the laws, as well as providing readers with essential court cases and tips for compliance in every chapter. The *Practical Guide to Employment Law* includes a compliance checklist section -- where readers can learn the various laws that apply to such topics as hiring, terminations, and benefits. It also includes a supervisory training section on several laws, including FMLA and ADA. The *Practical Guide to Employment Law* also includes a CD-ROM that contains reproducible pages that summarize key provisions of the major employment laws as well as quizzes on each of the laws to be administered to your staff for training purposes.

*Your Employee Handbook Contractors Version* - Jackie Smith 2012-02-17

Increase Your Employees' Productivity and Save Time and Money with *Your Employee Handbook Contractors Version* *Your Employee Handbook Contractors Version* was created for contractors, builders, plumbers, electricians and other skilled trades. The system includes dozens of ready-to-use policies written and edited for clarity and with the understanding that quality, skilled craftsmen are valuable assets to any company. From management to hourly workers, the employees in this industry are self-directed and are required to make more decisions than employees in other industries. The Contractor version was written to give guidelines that emphasize safety and adherence to standards for productivity on the job site. The policies include updated hiring, termination, performance evaluations and payroll, disciplinary

procedures and general company standards, as well as contractor-specific policies, such as licenses and certifications, welding, field assignment pay, jobsite safety and behavior, fall protection, safety and protective equipment policies. The system also includes dozens of ready-to-use policies, written and edited for clarity and to meet all federal and state guidelines. Unlike other employee handbook products, *Your Employee Handbook for Healthcare Providers* is a complete human resources system that provides you with all the tools you need for effective staff management. *Your Employee Handbook Contractors Version* was especially written for small manufacturing businesses with 100 employees or less. It was created by a practicing expert in the human resources field and reviewed by an attorney specializing in employment law. When you purchase *Your Employee Handbook Contractors Version*, you get access the editable Word file -- no re-typing! and the Employer's Poster Kit Online at no additional charge (with free registration to our website). As a registered purchaser, you receive free "forever access" to your purchased files, Special Reports, the Reference Library and Policy Vault, and get notices of upgrades and revisions. See the instruction pages of the handbook for the registration link to our site. As you hire people to help handle your success, the task of managing your employees can take more time and effort than any other part of running a business. Very few small business owners even consider an employee handbook until something goes wrong. But there are many important reasons why you need one -- reasons that will save you time and money. Managing your employees with the professional human resources systems used by the top corporations will not only protect your business in case of a problem, it will increase performance and productivity in your employees. Here are a few examples: Professional discipline and termination practices safeguard your business from lawsuits. Reduce unemployment and workers comp premiums. Keep morale high with clear standards for performance. Fair and legal vacation policies motivate employees to do their best. Performance evaluations increase morale and eliminate conflicts. Your employees do their jobs without constant supervision, freeing you to focus on growing your business. Employees work best when they know exactly what is expected of them. Having specific goals to work toward helps them measure how well they are doing in their positions. It will also help you to either improve the performance of your weakest links, or terminate them without penalties. *Your Employee Handbook* is recommended by Entrepreneur.com and Fortune Small Business Magazine. It's endorsed by the Wisconsin Home Builders Association and Uniform Retailers Association, and used by thousands of small businesses, including attorneys. Rev. 050513a