Human Resources Compliance Library



A comprehensive online library of authoritative HR compliance resources





Human Resources Compliance Library

The online resource that addresses complex HR issues with practical answer-oriented information

The Library provides everything you need to comply with federal and state laws and changing HR practices, covering these topics:

- Benefits
- Compensation
- Discrimination and Retaliation
- Employee Relations
- HR Management
- Organizational and Employee Development
- Safety, Security, Risk Management
- Staffing
- Unions

The *Library* features:

- Organization both by the topics listed above and by type of information: quick answers, analysis and guidance, "Issues and Answers," sample documents and tools, and training
- State and federal employment laws, including full text of laws and regulations, plus summaries of key areas
- Hundreds of benchmarks, checklists, expert advice, forms, and sample policies
- Time-saving tools:
 - Administaff® Performance Now helps you implement a year-round performance management process.
 - Administaff® Descriptions Now® for creating
 ADA-compliant job descriptions quickly and easily
 - Interactive forms include hundreds of federal and state forms that cover wages/hours, EEO, immigration and much more





Human Resources Compliance Library

Benefits | Compensation | Discrimination and Retaliation Employee Relations | HR Management Organizational and Employee Development Safety, Security, Risk Management | Staffing | Unions

State Employment Laws

Find answers to state employment law questions quickly and easily with this unique, consistently organized format. Search using plain language across one state or all 50 states, plus the District of Columbia and Puerto Rico.

State Employment Laws includes:

- Detailed summaries and full text of relevant employment laws as well as case law
- "What the Employer Must Do" for each topic walks you through the process for complying with the law

The following is a partial list of topics:

- Access to personnel files
- Child labor laws

- Child support enforcement and garnishment
- Drug testing, genetic testing, and polygraph testing
- Family, medical and parental leave (including domestic violence and crime victim leave; military family leave; organ, bone marrow, and blood donation leave; paid sick leave; pregnancy, maternity, and paternity leave; and school visitation leave), holidays/vacations, jury duty leave, military and emergency services leave, voting leave
- Fair employment practices (including age, disability, marital status, pregnancy and maternity,

- religious, and sexual orientation discrimination)
- Health insurance benefit coverage and continuation
- Minimum wages, overtime, maximum hours, meals and rest periods, wage payment
- Pre-employment inquiries
- Plant closing
- Recordkeeping and posting
- Smoking in the workplace
- Violence in the workplace
- Unemployment insurance, new hire reporting
- Whistleblower protection
- Workers' compensation

CCH® FMLA-ADA Leave Advisor

The CCH FMLA-ADA Leave Advisor is designed for HR personnel who must administer requests for leave, or for attorneys who advise employers of their obligations under leave laws.

It takes you through the maze of federal leave laws by using interactive questions. Once the questions are answered, the Advisor generates a detailed analysis for your records.

The Advisor also helps you determine whether a leave request falls under the Family & Medical Leave Act (FMLA), is a request for reasonable accommodation under the Americans with Disabilities Act (ADA), or is both or neither.

News and Recent Developments

HR Tracker[™] and State Employment LawTracker[™]

Tracker is a customizable daily news service where you select the type of news to receive each day. You can also select Tracker options that will alert you to any new information posted each day.

The State Employment Law Tracker and the HR Tracker are complimentary with your subscription to the *HR Compliance Library*.

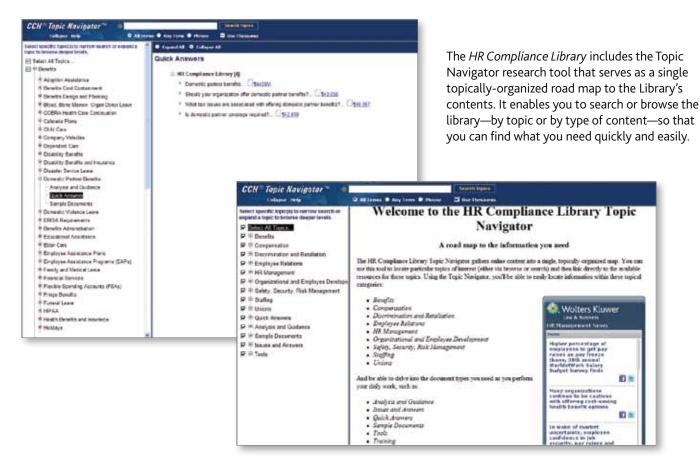
Employment NetNews[™]

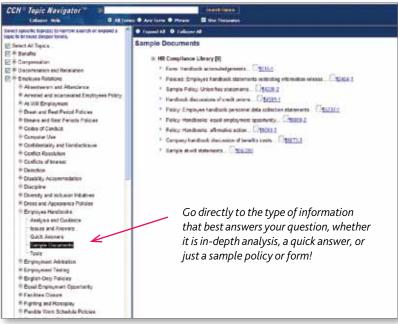
A complimentary service, Employment NetNews delivers a weekly news summary of HR compliance issues and employment law trends, as well as other topics related to day-to-day workplace matters.

Ideas and Trends™ Newsletter

This monthly newsletter offers in-depth discussions of industry topics with an emphasis on practical guidance.

Each issue features exclusive interviews with HR policymakers, colleagues and experts. It also brings you case studies, industry survey results and practice tips.





Topic Navigator enables you to easily locate information within these topical categories:

- Benefits
- Compensation
- Discrimination and Retaliation
- Employee Relations
- HR Management
- Organizational and Employee Development
- Safety, Security, Risk Management
- Staffing
- Unions

Or, alternatively, you can navigate within these types of documents:

- Quick Answers
- Analysis and Guidance
- Issues and Answers
- Sample Documents
- Tools
- Training

OPTIONAL TOOLS to add on to your Library . . .

State and Federal Employment Law Compare

This innovative tool helps you quickly compare multiple state employment laws in an easy-to-read chart.

You get a complete, self-contained product providing summaries and full text of state and federal employment

laws, regulations, executive orders plus case law. State Employment Law Daily Document Updates and State Law Tracker News are also included. (Updated daily) Now available via IntelliConnect mobile app (IC Mobile)



Compare laws across multiple jurisdictions with **State and Federal Employment Law Compare**

CCH® Training Tools in PowerPoint

Updated regularly, each PowerPoint presentation is easily downloaded from the IntelliConnect research platform.

Designed to train managers, supervisors or employees, each course is completely customizable for adapting to the specific needs of your organization.

The following are examples of the training topics covered:

- Fair Labor Standards Act Training
- Discrimination/Harassment Prevention Training
- Violence in the Workplace Prevention Training
- Workplace Substance Abuse Prevention Training
- Discipline Training
- Hiring Training
- Internal Investigations Training
- FMLA Training
- ADA Training
- Sexual Harassment Prevention Training

You may also be interested in . . . CCH® Labor & Employment Law Library

The CCH Labor & Employment Law Library combines CCH content with Aspen Publishers treatises to give you a single authoritative source for labor and employment law.

Specialized, authoritative CCH content includes the full breadth of fair employment practices, labor relations and disabilities law at the federal and state levels, providing primary source research materials, annotated explanations and timely updates of news and current developments.

Aspen Publishers treatises feature expert analysis and practical guidance covering employee terminations, disabilities law and practice, employment discrimination litigation, sexual harassment in the workplace, covenants not to compete, and immigration law.

This Library offers:

- More than 200,000 labor and employment cases dating back to 1937
- Twenty-one labor and employment research publications and treatises
- State and Federal Employment Law Compare, a tool for comparing topics across multiple jurisdictions
- The largest collection of Labor Arbitration awards and decisions

The Library includes:

Employment Law

- Employment Practices Guide
- Wages-Hours
- OFCCP Federal Contract Compliance Manual
- EEOC Compliance Manual
- Accommodating Disabilities Decisions
- Accommodating Disabilities
 Management Guide
- State and Federal Employment Law Library

- State and Federal Employment Law Compare
- State and Federal Employment Law Trackers

Labor Law

- Labor Arbitration Awards
- Labor Relations
- Labor Law Journal
- NLRB Case Handling Manual

Treatises

- Americans with Disabilities Act Handbook
- Employee Dismissal Law and Practice
- Covenants Not to Compete
- Handbook of Section 1983 Litigation
- Representing Plaintiffs in Title VII Actions
- Sexual Harassment in the Workplace Law and Practice
- EEOC Compliance Guide
- Immigration Law in the Workplace
- Employer's Guide to Union Organizing Campaigns



CCH[®] 2011 U.S. Master™ Human Resources Guide

The CCH U.S. Master Human Resources Guide provides a foundation for the application of sound human resources practices in business and also for teaching in the academic setting. The Guide reflects the most recent cases, government studies and legislation affecting human resources management.

The 2011 edition of the Guide features:

- In-depth discussion of the latest HR challenges, such as the March 23, 2010, enactment of the Patient Protection and Affordable Care Act.
- Guidance on the practice of using individuals, typically students, as unpaid "interns" (or trainees, externs, apprentices, or assistants). Unpaid internships are illegal unless they meet the U.S. Department of Labor's rigid requirements.
- Information about Executive Order 13496, effective June 21, 2010, requiring federal contractors and their subcontractors to post notices informing employees of their rights under the NLRA.
- Six important decisions of the U.S. Supreme Court during 2010 that impacted HR.



Basic Employment Law Manual for Managers and **Supervisors**

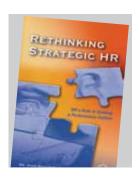
With fundamental tools for understanding and complying with employment law, this resource guides you through key concepts in complying with current law. It examines rights and protections employees have under the law and explains the correct actions employers should take to avoid liability—as well as how to reduce the risk of liability should legal action begin against a company.

The Manual covers everything from interviewing and hiring to termination. It offers guidance on issues such as documentation, time off, employees with disabilities, discipline, and performance appraisals.



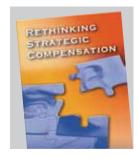
Sexual Harassment Prevention **Training for** Managers and Supervisors

Offers expert guidance on the sensitive issue of sexual harassment in the workplace. Thorough and easy to understand, the manual answers the critical questions often faced by management.



Rethinking Strategic HR

Authored by Dr. John Sullivan, one of the industry's most respected thinkers, Rethinking Strategic HR takes a forwardthinking look at placing a smarter, more powerful HR strategy into any organization. Tossing out the conventional approach, this provocative book is a hard-hitting guide to HR strategy that will challenge you to think in bold new ways.



Rethinking Strategic Compensation

Written by Brent Longnecker, a leading authority on compensation trends, this book examines compensation from the employee's and employer's perspectives. It discusses how to attract, retain and motivate employees through a robust compensation plan. It helps the HR executive understand how compensation plans must align with organizational design and corporate strategy.

CCH® HR How-to Book Series

These titles give real-world answers from HR professionals regarding the important HR issues of today.

Written in a clear, conversational style, the series covers the topics and questions often asked by HR professionals.

Content is explained in easy-to-follow terms, then is demonstrated through "stories" that apply the concepts to real-life workplace settings.



Individual titles in the series include:

- Discipline
- **Employee Retention**
- **Employment Law**
- Harassment Prevention
- Internal Investigations
- Inter-generational Issues
- Performance Management
- Recruiting and Hiring
- Work-Life Benefits Workplace Privacy
- Workplace Safety
- Workplace Violence Prevention