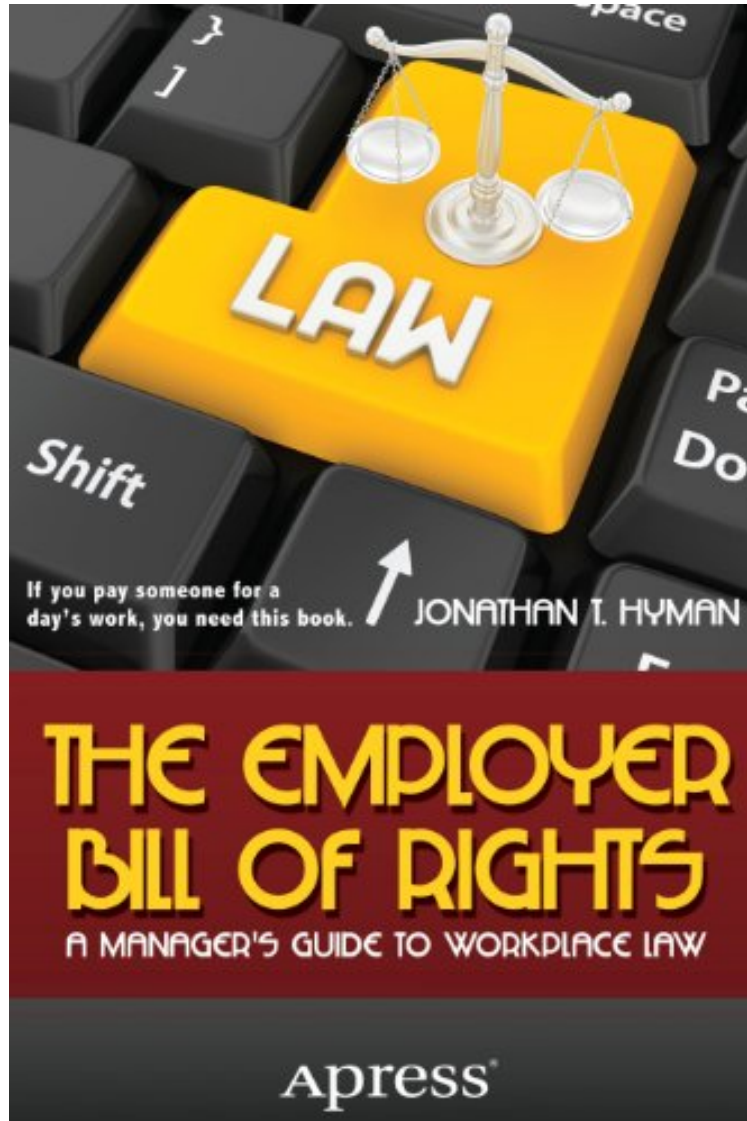


The Employer Bill of Rights: A Manager's Guide to Workplace Law

Jonathan T. Hyman

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Jonathan T. Hyman : The Employer Bill of Rights: A Manager's Guide to Workplace Law before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Employer Bill of Rights: A Manager's Guide to Workplace Law:

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helpful. An Excellent Guide to employment Law By K. Lange This book is excellent, it gives you sound, clear guidelines. It informs of the statutory, administrative and case law constraints. It considers not only what has already happened, but what the trends are and where they are likely to lead. It lists questions/qualifications that are considered to be proxies for illegal ones.

Any employee can sue any employer at any time, and for just about any reason. There is no such thing as a bulletproof personnel decision. It's no wonder businesses fear lawsuits from employees—they are costly in terms of time, money, and distraction. But fear not. *The Employer Bill of Rights: A Manager's Guide to Workplace Law* is a practical handbook designed to help managers and business owners navigate the ever-changing maze of labor and employment laws, rules, and regulations. Following its practical guidelines will help you deter most lawsuits and place you in the best possible position to defend those that ultimately are filed. Your expert guide, employment attorney Jonathan T. Hyman, shows you how to assert your rights to protect your investment in people, operations, facilities, and other assets—all with any eye to maintaining a more productive, harmonious, and profitable workplace. In addition, *The Employer Bill of Rights* explains in practical and plain language the key legal issues that managers face on a daily basis in managing their employees. Describes how to make personnel decisions that will help you avoid costly litigation. Explains the who, what, why, when, where, and how of each of the major federal employment discrimination acts. Tackles cutting-edge human resources issues such as wage-and-hour disputes and managing social media in the workplace. Shows how to hire and fire employee without the fear of an expensive discrimination lawsuit. Describes how to control your operations by implementing legal policies and procedures related to plant shut downs, employee scheduling, work rules, and the maintenance of confidential, critical information. Proposes recordkeeping practices designed to support your decisions. Shows why you should follow the Golden Rule in all personnel matters with your employees. No personnel decision or policy is litigation-proof, but *The Employer Bill of Rights: A Manager's Guide to Workplace Law* will help you make informed decisions to hedge against and avoid the biggest blunders and errors that too often result in expensive and time-consuming lawsuits. What you'll learn How to hire and fire employee without the fear of an expensive discrimination lawsuit. How to legally pay your employees under the complex and confusing regulatory scheme imposed by the Fair Labor Standards Act, in addition to legally granting or denying leave of absence requests. The who, what, why, when, where, and how of each of the major federal employment discrimination acts. The key provisions you need in your employee handbook, and how to draft them. How to maintain a bona fide "open door" to avoid problems with retaliation or union organizing—as well as to promote an amicable workplace. How to control your operations by implementing legal policies and procedures related to plant shut downs, employee scheduling, work rules and policies, and the maintenance of confidential, critical information. Record keeping practices designed to support your decisions. Why it matters that you follow the Golden Rule in all personnel matters with your employees. Who this book is for *The Employer Bill of Rights: A Manager's Guide to Workplace Law* targets the owners of small to mid-size businesses and the managers that work in them. These businesses usually lack a dedicated in-house counsel responsible for, or knowledgeable in, labor and employment law. They often may also lack a human resources department. Without these internal resources, such businesses often shoot from the hip when making hiring, firing, pay, and other personnel decisions. Because of the intricacies and nuances of the ever-changing world of labor and employment law, these decisions can lead to costly mistakes. This book ensures that each personnel decision is made with the law—and the company's best interests—in mind.

About the Author Jonathan Hyman is a partner in the Labor Employment Group at Kohrman Jackson Krantz in Cleveland, Ohio. On a daily basis, he puts 15 years experience to work providing proactive and results-driven solutions to employers workforce problems. Jon is the author of the nationally recognized Ohio Employer's Law Blog (www.ohioemployerlawblog.com), which the ABA has commended as one of the top 100 legal blogs for 2010 and 2011. LexisNexis also recognized his blog as one of the top 25 Labor Employment blogs for 2011. He also coauthored the book *Think Before You Click: Strategies for Managing Social Media in the Workplace*. Jon serves as a frequent source for the local and national media on employment law issues, having been quoted in the *Wall Street Journal*, *National Law Journal*, *Business Insurance Magazine*, *Crain's Cleveland Business*, and the *Cleveland Plain Dealer*. Jon lends his expertise as a speaker on myriad employment law topics, most recently presenting seminars on social media and employment law, the ADA, the FMLA, workplace technology, and harassment. Super Lawyers named Jon an Ohio Rising Star in the area of Employment Law for 2007, 2009, 2010, and 2011. He is a 1997 honors graduate of the Case Western Reserve University School of Law and a 1994 honors graduate of Binghamton University.