



Bizmanualz Human Resources Policies, Procedures & Forms



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Federal and state laws and the growing number of cases of employee related litigation against management strongly suggests that a written statement of company policy is a business necessity for firms of any size. The *Bizmanualz Human Resources Policies, Procedures & Forms* will assist you in customizing both an individual personnel policy manual and Employee Handbook tailored to fit your company concerns and operations.

But, the *Bizmanualz Human Resources Policies, Procedures and Forms* product is more than just an Employee Handbook; this product is a complete HR management guide for all managers covering administration, hiring, compensation, development and compliance. It includes critical legal discussions as well as detailed procedures with references to Federal laws and easy-to-use Word forms. Inside you will receive a complete Managers Manual, 35 sample procedures with 33 legal references covering 250 HR activities, 64 sample forms, a sample Employee Handbook and over 60 sample ADA compliant job descriptions suitable for any size organization.

Are you looking for fast, easy-to-use, and well-written sample employee policy and procedure statements, already in Microsoft Word, that you can use as the basis for your company's HR function?

Now you can easily document the fair and equal treatment of your employees as required by Federal laws, while preserving a consistent level of health benefits and safety precautions to ensure a productive work force. Newly Updated in 2003! This product contains a thorough HR management policies system with invaluable legal discussions and a prewritten Employee Handbook.

878 pages of "best practices" management content. Procedures for complying with COBRA, HIPAA, ADA (Americans with Disabilities Act), FMLA (Family Medical Leave Act) and all major Federal employment regulations, plus Drug-Free Workplace program.

FREE Required Federal Posters in PDF. Why pay extra for EEO, FMLA, FLSA, EPPA, and OSHA posters that ALL businesses must display. Packed with Internet links and contact points saving you valuable time finding information on personnel issues.

Includes:

- o Introduction to Human Resources Management
- o Complete Table of Contents and detailed keyword index
- o Guide to Manual Preparation
- o Sample Manager's Manual
- o Administration Procedures
- o Hiring Procedures
- o Compensation & Benefits Procedures
- o Training & Development Procedures
- o Federal Compliance Procedures

Plus a two Free Bonus sections:

- o How to Write Job Descriptions
- o Sample Employee Handbook

Easily Create an Employee Handbook for Your Employees

Simply the fastest easiest way to create your own, customized, employee handbook. The Bizmanualz Human Resources Policies, Procedures & Forms is designed for small to medium sized business to bring together a summary of your policies, general guidelines, rules, standards, practices, benefits, employee obligations assumed by employment, policy violation procedures, and much more.

Reduce Your Company's Exposure to Liability

Well-written Personnel policy and procedure statements reduce your company's exposure to various legal liabilities. They help in documenting, the fair and equal treatment required by federal laws while preserving a consistent level of health benefits and safety precautions to ensure a productive work force.

Successful Organizations Provide the Tools for Success

Your success depends in large part on your employees attitude, cooperation, courtesy and public demeanor. Use the Employee Handbook to help your company develop this important positive direction.

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Comes complete with a colorful three ring binder containing a 878 page manual and CD-ROM with the manual in easy-to-edit Microsoft Word documents.



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