

The Practical Guide to Employment Law

Employment law is a complex and changing area of the law. Making sense of laws, regulations, and legal cases is not easy. *The Practical Guide to Employment Law* is an easy-to-use resource that provides the information you need on employment law. Best of all, you will find that the information is presented in straightforward, nonlegal language—written for human resource professionals and other managers.

Each chapter of *The Practical Guide to Employment Law* includes an overview of a particular law or legal topic, discussion of more complex aspects of the law, and compliance strategies that will help you put legal requirements into action. There is also a special section of audit checklists that help sort through overlapping laws and help you determine whether your policies and practices in each area comply with employment laws and regulations. Finally, the Guide also includes training tools and a diskette containing 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.

Highlights of the 2004 Update

2004 Update prepared by Mark Filipp

The 2004 Supplement brings you the most up-to-date information in important areas, including:

- ADEA requirements covering compliance and enforceability of releases, including a sample voluntary release agreement in the RIF context
- Who is eligible to be counted as employees for threshold requirements under the ADA
- The latest determination of covered entities for application of HIPAA privacy rules
- Sample alcohol and drug policy

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