

Financial and Program Management and Control/Accounting Department Procedure Manual: Sample Policy and Procedure¹

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Sample Company Policies And Procedures Manual

David K. Hayes, Jack D. Ninemeier



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Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear, fair and most importantly legal. Thankfully HR expert Paul Falcone has provided this wide-ranging resource that explains in detail the disciplinary process and provides ready-to-use documents that eliminate stress and second-guessing about what to do and say. Revised to reflect the latest developments in employment law, the third edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* includes expertly crafted, easily customizable write-ups that address sexual harassment, absenteeism, insubordination, drug or alcohol abuse, substandard work, email and phone misuse, teamwork issues, managerial misconduct, confidentiality breaches, social media abuse and more. With each sample document also including a performance improvement plan, outcomes and consequences and a section of employee rebuttal, it's easy to see why over 100,000 copies have already been sold, making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues. **The**

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Industry David K. Hayes, Jack D. Ninemeier, 2009 This book approaches hospitality human resource (HR) management as a decision-making practice that affects the performance, quality and legal compliance of the hospitality business as a whole. Beginning with a foundation in the hospitality industry employment law and HR policies, the coverage includes recruitment, training, compensation, performance appraisal, environmental and safety concerns, ethics and social responsibility and special issues. Throughout the book *Human Resources Management in the Hospitality Industry* focuses on the unique HR dilemmas you face in the hospitality industry. **Construction Operations Manual of Policies and Procedures 5E (PB)** Sidney M.

Levy, Andrew M. Civitello, 2014-01-29 The latest tools and techniques for successfully managing construction operations

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