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Introduction

The material in this manual is presented alphabetically by topic. Each topic covers a specific area of compliance or best practices, and includes cross-references to other topics where applicable. The information is provided in a “how to comply” format to provide the most valuable information employers are likely to need.



This manual covers over 100 topics, and each tab provides a list of topics covered in that section. Many of the tabs list synonym topics to help you find the material you need. For example, if you look for information on “posters” in the tab for the letter P, you will find a reference to “Workplace posters” and will know to look under Tab W.

Each topic describes who is covered by the law (where an underlying law applies) and provides a summary of the requirements or best practices. Common issues that may arise have been addressed by analyzing a particular situation and presenting frequently asked questions.

State-specific information for over 50 employment law topics is also included for the states you have chosen to include in your subscription.

Many topics also include resources or sample material, policy templates, sample job offer letters, and similar information.

Although some topics do not have an underlying law, the subject may still create liability or other problems for an organization. For example, there is no law on how to terminate an employee, and unless a mass layoff is covered by state or federal notification laws, employers are not required to give advanced notice. However, if a termination is handled improperly, the employee may attempt to file a wrongful termination lawsuit. These suits can be costly and time-consuming. Even if the employee’s claim is not successful, the employer may expend unnecessary resources to defend itself.

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