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Ying Liu



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Professional Practice in Engineering and Computing Riadh Habash, 2019-03-18 This book has been developed with an intellectual framework to focus on the challenges and specific qualities applicable to graduates on the threshold of their careers Young professionals have to establish their competence in complying with multifaceted sets of ethical environmental social and technological parameters This competence has a vital impact on the curricula of higher education programs because professional bodies today rely on accredited degrees as the main route for membership Consequently this four part book makes a suitable resource for a two semester undergraduate course in professional practice and career development in universities and colleges With its comprehensive coverage of a large variety of topics each part of the book can be used as a reference for other related courses where sustainability leadership systems thinking and professional practice are evident and increasingly visible Features Identifies the values that are unique to the engineering and computing professions and promotes a general understanding of what it means to be a member of a profession Explains how ethical and legal considerations play a role in engineering practice Discusses the importance of professional communication and reflective practice to a range of audiences Presents the practices of leadership innovation entrepreneurship safety and sustainability in engineering design Analyzes and discusses the contemporary practices of project management artificial intelligence and professional career development

Guidelines for Investigating Process Safety Incidents CCPS (Center for Chemical Process Safety), 2019-05-22 This book provides a comprehensive treatment of investigating chemical processing incidents It presents on the job information techniques and examples that support successful investigations Issues related to identification and classification of incidents including near misses notifications and initial response assignment of an investigation team preservation and control of an incident scene collecting and documenting evidence interviewing witnesses determining what happened identifying root causes developing recommendations effectively implementing recommendation communicating investigation findings and improving the investigation process are addressed in the third edition While the focus of the book is investigating process safety incidents the methodologies tools and techniques described can also be applied when investigating other types of events such as reliability quality occupational health and safety incidents

Individual Employment Rights Cases, 1999 *Create Your Own Employee Handbook* Lisa Guerin, Amy Delpo, 2013-05-31 Create a handbook for employees spelling out your company's benefits policies and procedures using this practical legal guide Every company no matter how big or small needs to provide workers with an employee handbook *Create Your Own Employee Handbook* gives you the information and policies all managers HR professionals and business owners need to create their own reader friendly guide no matter what state you live in Each chapter covers a different topic including at will employment hiring pay and payroll workdays and hours performance evaluations benefits discrimination and harassment complaints and investigations leave health and safety substance abuse privacy in the workplace discipline You'll get the

lowdown on the legal and practical considerations that apply to each topic in your state plus sample policies that you can use as is or tailor to meet your needs You can even cut and paste the language you need to complete your own handbook instantly This edition is completely updated to reflect recent changes to federal and state law and covers emerging workplace issues such as healthcare reform law and social networking policies Download forms for book at nolo com **Pointers on Preparing an Employee Handbook** Frank M. Cruger,1977 *Create Your Own Employee Handbook* Lisa Guerin,Amy Delpo,2019-06-28 Every company needs an employee handbook but not every company has one Lawyers charge thousands of dollars for a handbook other do it yourself products don t offer the updated legal information and careful guidance necessary to do a good job *Create Your Own Employee Handbook* bridges the gap with detailed explanations information on current state and federal laws and more than a hundred sample policies you can tailor to your own workplace **Create Your Own Employee Handbook** Sachi Clements,2023-12-26 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media *Create Your Own Employee Handbook* provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook You ll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company s policies on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition will address how to draft an employee handbook in an environment where employees might be permanently remote or working a hybrid remote schedule With Downloadable forms All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside [How to Prepare an Employee's Handbook](#) National Foremen's Institute,1946 [How to Prepare and Publish an Employee Manual](#) American Management Association,1942 **Complete Employee Handbook** Michael A. Holzschu,2007-08-20 This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day It guides employers in the development of a cohesive personnel program that is tailored to meet their companies unique needs and goals The author explicates potentially confusing matters such as employment at will equal opportunity sexual harassment the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight Stressing the importance of consistency and documentation he addresses the full range of personnel issues An invaluable resource for any business that doesn t have a personnel expert on staff CD contains sample employee handbooks federal regulations and laws forms for complying with government programs and worksheets for assessing personnel needs and goals **The Employee Handbook** ,1990 [How to Prepare and Publish an Employee Manual, Based on a Survey of Company Practices](#) American Management Association,Leona Margaret Powell,Herbert W. Schild,1942 *Drafting an*

Employee Handbook Mona Mehta Stone, 2011 Drafting an Employee Handbook is a user friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes Most businesses adopt a reactive approach to addressing employment policies only worrying about them after an issue arises or someone complains However a well written handbook can be a forceful shield against potential grievances and costly litigation Moreover it can improve employee morale increase productivity and forestall complaints Drafting an Employee Handbook is a must have for human resources professionals in house legal counsel compliance officers supervisors or any employer who wants to learn how to create better business practices minimize workplace disruption and improve employer employee relations Written by an experienced labor and employment attorney this easy to follow guide explains the advantages of having an employee handbook and the risks of not having one You will learn how to draft new policies update existing ones and watch for legal compliance Complete with sample policies and forms this book will instruct you on how to create and enforce an employee handbook that fits your needs

Guide for Preparing an Employee Handbook, 1984 **The Employee Handbook Kit** Roger B. Jacobs, Cora S. Koch, 1998 This concise readable explanation of applicable federal state law offers lawyers other professionals quick answers to employment questions Coverage includes hiring hours of work payment of wages health safety standards civil rights union organizing collective bargaining strikes employer liability for employees acts private health care life insurance disability or death of employee employee retirement benefits termination of employment advisors information sources

The Employee's Handbook Guide Pasquale De Marco, 2025-05-12 The Employee's Handbook Guide is the essential guide to creating and managing an effective employee handbook This comprehensive resource provides you with everything you need to develop and implement a handbook that meets the needs of your organization and complies with all applicable laws and regulations In The Employee's Handbook Guide you will find A step by step guide to creating an employee handbook from scratch Sample employee handbook policies and procedures Tips and advice from HR experts Answers to frequently asked questions about employee handbooks Whether you are a small business owner a human resources professional or an employee who wants to understand their rights and responsibilities The Employee's Handbook Guide has something for you What is an Employee Handbook An employee handbook is a written document that sets out the company's policies and procedures It is a vital part of any organization as it helps to Communicate the company's expectations to employees Protect the company from legal liability Promote a positive work environment Why is an Employee Handbook Important Having a well written and up to date employee handbook is essential for any organization that wants to Attract and retain top talent Maintain a positive work environment Comply with all applicable laws and regulations What Should Be Included in an Employee Handbook The contents of an employee handbook will vary depending on the size and nature of the organization However there are some general topics that should be included in all employee handbooks such as Company policies and procedures Employee benefits Performance management Employee discipline Employee rights How to

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Kimball Hopson,2015-05-18 Employers use the policies in an employee handbook to protect themselves from lawsuits such as harassment claims wrongful termination claims and discrimination claims Employee handbooks generally contain a code of conduct for employees that set guidelines around appropriate behavior for the individual workplace

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