

Documenting Employee Misconduct

GGD-92-31 Employee Misconduct: Justice Should Clearly Document Investigative Actions

101 Sample Write-Ups for Documenting Employee Performance ProblemsA Guide to Progressive Discipline and TerminationAMACOM

The goal of every safety professional and safety program is to be proactive and to identify problems while complying within safety guidelines. This book clarifies basic questions about legal liability, how to minimize, prevent, and identify legal risks. Appendices, case studies, and sample forms are included in this resource. The whole book will be revised due to the laws and regulations in the workplace changing. This revised edition will address all of the changes in the laws as well as providing guidance on how to achieve and maintain compliance. Features Covers methods to achieve and maintain compliance Includes new standards and regulations Discusses defense, rights, and responsibilities Provides a guide to professionals who are unfamiliar with reviewing, analyzing, and briefing a court decision Offers a new chapter on environmental and labor

Design, Implementation, and Operation

Document Security

A Guide to Progressive Discipline and Termination

A Practical Guide, Third Edition

Create Your Own Employee Handbook

HR How-To

The ABA Journal serves the legal profession. Qualified recipients are lawyers and judges, law students, law librarians and associate members of the American Bar Association.

Learn how today's organizations can most effectively compete through their people with Snell/Morris' market-leading MANAGING HUMAN RESOURCES, 19E. This inviting, practical framework focuses on critical HR issues and practices, examining the impact of the pandemic on HR. More than 500 current, memorable examples from real organizations illustrate key points, while cases connect concepts to current HR practices. Practical content and applications equip you with the tools and understanding to evaluate current HR challenges and opportunities and positively affect change. You learn how HR impacts individuals and organizations as the latest content examines recent developments, such as the impact of data analytics on HR, concerns of Generation Z and millennial employees and the impact of remote work and social media on HR. Learn to think like an effective manager and develop the competencies to succeed in business today with this complete resource. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A complete tool kit for handling disciplinary problems in a fair, responsible, and legally defensible way. There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end and provides ready-to-use model documents—in print and on disk—that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem—substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and, most importantly—legally.

Managing Human Resources

Senate Document

Addressing Challenges for Educational Leadership

Justice Should Clearly Document Investigative Actions

Joint Hearing Before the Subcommittee on Disability Assistance and Memorial Affairs and the Subcommittee on Oversight and Investigations of the Committee on Veterans' Affairs, U.S. House of Representatives, One Hundred Eleventh Congress, First Session, March 3, 2009

Foodservice Operations and Management: Concepts and Applications

Alternative discipline is an approach to addressing misconduct that enables supervisors to consider the nature of the offense, and the personality of the employee, when crafting a response that has the greatest potential to help the employee to avoid future misconduct. For ex., Fed. supervisors have the authority to suspend an employee without pay if the employee misbehaves -- but what if the supervisor thinks another method may have a better chance of changing the employee's behavior? This report looks at what agencies are doing in this area. Few agencies have a formal policy on alternative discipline, and many agencies do not provide formal training or guidance. Agencies are encouraged to consider alternative discipline. Security expert Kenneth S. Trump outlines school security issues and provides nuts-and-bolts strategies for preventing violence and preparing for crises. Includes author's companion website.

Products and services will change with demand, but one thing that will always be required for a company's success is having the right people working hard for you. As a manager, are you cultivating this vital resource? Is there more you could be doing? In this accessible and practical playbook, HR expert and author Paul Falcone helps take the guesswork out of this crucial element for success, showing managers how to:

- Identify the best and brightest talent
- Hire for organizational compatibility
- Address uncomfortable workplace situations
- Create an environment that motivates
- Retain restless top performers
- Delegate in a way that develops your staff
- And much more!

Every HR executive has a laundry list of things they wish managers knew--best practices that would enable the entire organization to operate more effectively. Falcone's book 75 Ways for Managers to Hire, Develop, and Keep Great Employees has encapsulated all of this for you in a single indispensable resource!

IRS' Administration of the Tax Laws (income Information Document Matching)

IRS Senior Employee Misconduct Problems

Labor and Employment Issues for the Safety Professional

Alternative Discipline

Hearing Before the Commerce, Consumer, and Monetary Affairs Subcommittee of the Committee on Government Operations, House of Representatives, One Hundred First Congress, Second Session, May 9, 1990

Decisions and Orders of the National Labor Relations Board

The goal of every safety professional and safety programs is to be proactive and to identify problems while complying within safety guidelines. This text clarifies basic questions about legal liability, how to minimize, prevent and identify legal risks. Appendices, case studies and sample forms are also included in this helpful resource. Important Notice: The digital edition of this book is missing some of the images or content found in the physical edition.

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.

Hiring a new employee is one of the most important and time-consuming tasks a manger or entrepreneur can undertake. Firing an employee is an emotional draining and difficult action, no matter the length of service or level of responsibility. The problem is that you find yourself under a great deal of pressure to fill a position. You will be investing a lot of time and money in this new employee and it is essential you do it right. In this remarkably simple and practical book, you will learn: the absolute importance of defining the job before interviewing; how and where to advertise job openings; is it better to use an agency?; the importance of fair hiring-it's the law; why regular performance reviews are essential; choosing the right time and place to let an employee go; the importance of paperwork and the employee folder; and much more.

How to Discipline & Document Employee Behavior

Employee Misconduct

Document Tampering and Mishandling at the U.S. Department of Veterans Affairs

Industry Personnel Practices : Hearing Before the Subcommittee on Oversight of Government Management of the Committee on Governmental Affairs, United States Senate, Ninety-ninth Congress, Second Session, June 11, 1986

Justice Should Clearly Document Investigative Actions : Report to the Chairman, Government Information, Justice, and Agriculture Subcommittee, Committee on Government Operations, House of Representatives

California Department of Corrections

"This guide is for business owners, managers, and HR professionals who need to create (or update) a legal and plain-English employee handbook. It provides legal information, practical suggestions, and best practices on wages, hours, and tip pools; at-will employment; time off; discrimination and harassment; complaints and investigations; health and safety; drugs and alcohol; workplace privacy; and email and social media"--

Pursuant to a congressional request, GAO reviewed the operations of the Department of Justice's (DOJ) Office of Professional Responsibility (OPR), focusing on the: (1) contents of OPR case files; and (2) quality of OPR investigations. GAO found that: (1) OPR investigates allegations of criminal and ethical misconduct against DOJ employees, including such offenses as drug use, assault, improper disclosure of grand jury information, and improper acceptance of gratuities; (2) of the 411 cases OPR investigated, it substantiated the allegations in 9 percent of the cases, could not substantiate the allegations in 67 percent of the cases, and closed 24 percent of the cases without completing its investigation; (3) half of the 411 cases involved allegations against officials in U.S. Attorneys' offices, 24 percent involved DOJ division employees, and 15 percent involved DOJ component employees; (4) of the 50 cases reviewed that OPR monitored, allegations were substantiated in whole or in part in 9 cases, allegations were not substantiated in 25 cases, and OPR closed 16 cases; (5) since OPR does not require extensive case file documentation, the degree of documentation in OPR case files varies widely; and (6) OPR does not always follow all investigative leads.

Managers may dread dealing with performance problems, but this sanity-saving guide by HR expert Paul Falcone is here to help. Revised to reflect the latest developments in employment law, the third edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process and provides ready-to-use documents that eliminate the stress and second-guessing about what to do and say. These expertly crafted, easily customizable write-ups address: Absenteeism Insubordination Sexual harassment Drug or alcohol abuse Substandard work Email and phone misuse Teamwork issues Managerial misconduct Confidentiality breaches Social media abuse And more With a focus on getting employees back on track, each sample document includes an incident description, a performance improvement plan, outcomes and consequences, and a section for employee rebuttal. Whether you're addressing an initial infraction or handling termination-worthy transgressions, this trusted resource ensures every encounter remains clear, fair, and-most importantly-legal.

Human Resource Management

Legal Liabilities in Safety and Loss Prevention

Hearing Before a Subcommittee of the Committee on Government Operations, House of Representatives, Ninety-sixth Congress, Second Session, October 1, 1980

75 Ways for Managers to Hire, Develop, and Keep Great Employees

101 Sample Write-Ups for Documenting Employee Performance Problems

Prepare for success on the IAPP CIPP/US exam and further your career in privacy with this effective study guide - now includes a downloadable supplement to get you up to date on the 2021 CIPP exam! Information privacy has become a critical and central concern for small and large businesses across the United States. At the same time, the demand for talented professionals able to navigate the increasingly complex web of legislation and regulation regarding privacy continues to increase. Written from the ground up to prepare you for the United States version of the Certified Information Privacy Professional (CIPP) exam, Sybex's IAPP CIPP/US Certified Information Privacy Professional Study Guide also readies you for success in the rapidly growing privacy field. You'll efficiently and effectively prepare for the exam with online practice tests and flashcards as well as a digital glossary. The concise and easy-to-follow instruction contained in the IAPP/CIPP Study Guide covers every aspect of the CIPP/US exam, including the legal environment, regulatory enforcement, information management, private sector data collection, law enforcement and national security, workplace privacy and state privacy law, and international privacy regulation. Provides the information you need to gain a unique and sought-after certification that allows you to fully understand the privacy framework in the US Fully updated to prepare you to advise organizations on the current legal limits of public and private sector data collection and use Includes access to the Sybex online learning center, with chapter review questions, full-length practice exams, hundreds of electronic flashcards, and a glossary of key terms Perfect for anyone considering a career in privacy or preparing to tackle the challenging IAPP CIPP exam as the next step to advance an existing privacy role, the IAPP CIPP/US Certified Information Privacy Professional Study Guide offers you an invaluable head start for success on the exam and in your career as an in-demand privacy professional.

Unlike current books on the market that focus primarily on the technical aspects of surveillance and protection, Security Surveillance Centers: Design, Implementation, and Operation focuses on the operation of a security surveillance center. This text explains in detail the role of security surveillance, as well as the critical aspects of the design, implementation, and operation of security surveillance centers of all sizes. Step-by-step coverage of policy and procedures, as well as the inclusion of industry-specific operational forms, guarantee a practical, user-friendly text for all levels of readers. Intended for any individuals or organizations currently employing security surveillance systems, this book is an asset for all users, from trainees to supervisors, seeking to create a more secure environment for themselves and for others.

Decisions and Orders of the National Labor Relations Board, Volume 359, September 28, 2012, Through July 16, 2013

Department of Defense Subcontractor Kickbacks

Hearing Before the Committee on Banking, Housing, and Urban Affairs, United States Senate, One Hundred Third Congress, Second Session, Treasury Department Document Production in Response to S. Res. 229

A Legal & Practical Guide for Employers

ABA Journal

A Guide to Progressive Discipline & Termination

Treasury Department Document Production

Now in its 10th edition, AHRI-endorsed Human Resource Management: Strategy and Practice provides a strong conceptual and practical framework for students of human resource management. The successful integrative strategic HRM model is retained and the most recent developments in human resource management theories and practices are explored. A multitude of contemporary regional and international examples are incorporated throughout, alongside expanded coverage on the future of work and emerging HRM issues. Thoroughly revised and updated with the latest research findings, this edition adopts a lateral approach to illustrating the evolving HRM landscape and promoting employability. Now available on the MindTap platform, Human Resource Management: Strategy and Practice provides an optional online learning experience with interactive, skills-based activities as well as new opportunities for student engagement and revision. Premium online teaching and learning tools are available on the MindTap platform. Learn more about the online tools cengage.com.au/mindtap Foodservice Operations & Management: Concepts and Applications is written for Nutrition and Dietetics students in undergraduate programs to provide the knowledge and learning activities required by ACEND's 2017 Standards in the following areas: • Management theories and business principles required to deliver programs and services. • Continuous quality management of food and nutrition services. • Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus, and food products acceptable to diverse populations. (ACEND Accreditation Standards for Nutrition and Dietetics Didactic Programs, 2017) The textbook can also be used to meet the competencies in Unit 3 (Food Systems Management) and Unit 5 (Leadership, Business, Management, and Organization) in the Future Education Model for both bachelor's and graduate degree programs.

Being a manager can be an intimidating and challenging task. Managing involves teaching new skills to employees, helping land a new customer, accomplishing an important assignment, increasing performance, and much more. The process of management can be very challenging at times, but it can also bring you a sense of fulfillment that you never imagined possible. Organizations rely on managers to make the most out of situations and get the best possible results. Managing For Dummies, 2nd Edition, is perfect for all levels of managers. This clearly written, easy-to-understand guide will help anyone to Hire talented employees Master skills such as conflict resolution and coaching Initiate change and deal with resistance to change Set and communicate your goals Motivate employees to go above and beyond expectations Discover real-life solutions to the most common situations that supervisors and managers face – solutions that stand up over time and can be used during turbulent times. Managing For Dummies, 2nd Edition, also covers the following topics and more: Delegating: the Manager's No. 1 Tool Inspiring employees to better performance Getting your message across to your employees Measuring and monitoring individual and project performance Focusing on ethics and office politics Team building and collaboration Tools and techniques for managers Managing in today's lightning-speed business world requires that you have the latest information and techniques for getting the job done. This book provides you with straightforward advice and up-to-the-minute strategies for dealing with anything that comes your way.

A Manager's Practical Guide to Five Topics and over 101 Concepts Which If Implemented Will Make the Tribal Organization Better

Followup on Investigation of Senior-level Employee Misconduct and Mismanagement at the Internal Revenue Service

101 Sample Write-Ups for Documenting Employee Performance Problems, 3rd Edition

Although Addressing Deficiencies in Its Employee Disciplinary Practices, the Department Can Improve Its Efforts

Managing For Dummies

101 Things Everyone Should Know About Tribal Employment

Safety professionals interact with many other functions within the organization, including but not limited to production, human resources, and medical, with each function possessing specific laws and regulations which govern their actions and inactions. In order to function within the organizational structure, they need a working knowledge of the laws and regulations which impact his/her area of responsibility as well as the laws and regulations which impact employees, managers, and the overall organizational structure. An extensive examination of safety laws and regulations, Labor and Employment Issues for the Safety Professional provides a working knowledge of the impacts, requirements, and implications of safety professionals' actions and inactions as related to state and federal laws. It presents information on an issue-by-issue basis, delineating the basics of the issue, identifying the applicable law or regulation, and presenting possible solutions to achieve and maintain compliance while achieving the safety objective. The book covers conflicts between laws and regulations and includes case law and reference points. This text elucidates a number of laws within the labor, employment, and related areas which may impact safety professionals in the course of their daily activities. It supplies a working knowledge of the peripheral laws and regulations that impact safety functions, allowing them to avoid potential legal "issues" and possible legal liabilities for themselves as well as their organizations.

101 Things is about working for a Native American or Indian employer. The phrase "tribal employer" is used to refer to working for a Native American tribe, nation, pueblo, rancharia or community. Many aspects of working for a tribal employer are exactly like working for a non-tribal employer and many aspects are different. This book's objective is to assist tribal leaders and employees who manage others in a tribal workplace understand some of the differences in a tribal workplace and ways to be more effective in those circumstances. Tribal employers are unique from non-tribal employers and each tribe is unique from other tribes. Because tribes are sovereign governments, the laws and regulations which apply to non-tribal employers may, or may not, apply to tribal employers. That unique aspect of tribes as employers requires leaders and employees to have a working knowledge of self-determination, sovereignty, immunity, jurisdiction and whether certain laws apply. Understanding these legal concepts and how they impact employment related matters will make tribal leaders and employees more effective in performing their roles. The book starts with those legal concepts and moves into employment practices like hiring, managing and discipline.

Case Studies in 21st Century School Administration: Addressing Challenges for Educational Leadership presents real problems that confront today's school leaders who must deal with issues of diversity, school improvement, and limited resources. Authors David L. Gray and Agnes E. Smith give prospective school leaders opportunities to resolve complex issues in K-12 school settings through reflective questions, activities, and authentic assessment tools for skill development.

Investigation of Whitewater Development Corporation and Related Matters: Document production in response to S. Res. 120

Security Surveillance Centers

The Federal Manager's Handbook

Tips When Hiring and Firing Employees

Hearings Before the Commerce, Consumer, and Monetary Affairs Subcommittee of the Committee on Government Operations, House of Representatives, One Hundred First Congress, First Session, July 25, 26, and 27, 1989

Employment Law