Preface

Legal Guide to Human Resources is designed to provide professionals involved in labor and employment law with an understanding of the many important issues that they confront on a daily basis. The book is divided into five parts. The first part provides an overview of the major federal laws affecting human resources practices in the private sector. The second part covers recruiting, employee selection, performance appraisals, and promotion, and analyzes applicable nondiscrimination and affirmative action requirements.

The third part covers employee and management rights, including practical advice and guidance on a wide range of disability issues such as the Americans With Disabilities Act that provides important employment protections to qualified individuals with disabilities.

The fourth part of the book covers union-management relations with the principal focus on the National Labor Relations Act. This part treats in detail the increasingly complex issue of whether individual employee protests or working conditions may constitute protected, concerted activity.

The fifth part of the book covers the important issues in employee compensation, including equal pay for equal work, and provides a detailed discussion of employee benefits plans. This part also analyzes the Consolidated Omnibus Budget Reconciliation Act (COBRA), which requires employers to provide continued participation in health insurance plans to many employees and family members at group rates, but paid for by the employees.

In addition to these five parts, the book contains a comprehensive appendix of state laws, a detailed table of cases, and a detailed index.