



# A Solution Guide for the HR Professional

*Human Resources Library*—the all-in-one HR news and reference information resource for answers to your toughest everyday questions.

## TOPICS COVERED

- Absenteeism and turnover
- Affirmative action/diversity
- Drug and alcohol testing
- Employment discrimination
- Family and medical leave
- Health care cost management
- Job evaluation
- Layoffs and shutdowns
- Military leave
- Minimum wage and overtime
- Personnel recordkeeping
- Recruitment and selection
- Sexual harassment
- Training and employee education
- Workers' compensation
- And more!



The complete, must-have resource for HR professionals



**BNA**  
Essential Information  
Expert Analysis



## Busy HR Leaders Rely on BNA's *Human Resources Library*.

See why nearly 80 years of experience make us the most trusted HR information resource in the industry.

BNA's *Human Resources Library* offers comprehensive, plain-English coverage of the issues facing today's HR professionals.

Count on the knowledge of BNA's team of HR experts and customer support for answers to your toughest HR questions and challenges. This booklet contains examples of what the *Library* does best, and how it can work best for you.

You'll see how this all-in-one information service really is greater than the sum of its parts, as it addresses your most common challenges.

Make yourself and your HR department invaluable to your company with BNA's *Human Resources Library*. The examples that follow show you how.

**BNA: the most valuable information for the people your company values most.**

Discover how BNA's *Human Resources Library* helps you deal with your specific challenges:

ORGANIZATIONAL STRATEGY

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POLICY CREATION

page 5

PRODUCTIVITY TOOLS

page 8

COMPLIANCE

page 9

# The top 10 features that make BNA's *Human Resources Library* essential in your professional life:

1

## ISSUE DRIVEN RESEARCH

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The Topic Navigator gives you access to the *Library* content you need. Simply click on a category to research broader, narrower, and related topics, or just pick a topic from the alphabetical list.



2

## HR POLICIES

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Create, update and implement effective HR policies with *HR Policy Handbook* explanations and guidance and BNA-created sample language.



3

## NEWS & UPDATES

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Rely on *Bulletin to Management* and *HR Library E-Mail Updates* to keep you informed of HR trends and developments. Scan headlines and read detailed articles to stay a step ahead of changes that affect your business.

4

## FEDERAL COMPLIANCE

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Keep up to date and understand federal employment laws and regulations with the *Library's* expert, timely analysis on a wide variety of topics.



5

## STATE COMPLIANCE

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Stay current on state employment law requirements with the *Library's State Quick Reference Charts* and in-depth *state law summaries* you won't find anywhere else. New *State Compliance Alerts* keep you up to date every week.

6

## JOB DESCRIPTIONS

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Identify specific job requirements and write comprehensive, appropriate descriptions quickly and easily with the *Library's* massive collection of position descriptions and powerful Q&A format, including interview questions.



7

## FAST ANSWERS

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Access this user-friendly question-and-answer service for 2,400 succinct, plain-English, expert explanations of dozens of compliance and policy topics.

8

## INTERACTIVE FORMS

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Have an all-in-one, up-to-date selection of federal and state forms that you can complete on-screen, save, and recall—plus downloadable state and federal posters.

9

## CUSTOMER SUPPORT

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We're here to help! You'll have full access to product support services and training to maximize the value of your subscription to the *Library*.

10

## HR LIBRARY WITH ATTORNEY RESOURCES

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This section features helpful legal practice tools, analysis of complex legal issues, and an extensive collection of full-text court and administrative decisions on HR issues discussed in the *Library*.

How BNA's *Human Resources Library* helps you deal with challenges relating to...

# ORGANIZATIONAL STRATEGY

## Setting up and maintaining a Human Resources department; achieving goals; best practices.

### **CHALLENGE:**

Due to a recent merger, you find yourself in the newly created position of Vice President of Human Resources; you've been asked to set up the new HR department in your small but growing company. With BNA's *Human Resources Library*, you have everything you need to do it!

### **SOLUTION:**

- 1) To determine HR's role in your organization, you read about strategic planning in *HR Practitioners Guide* and use *Bulletin to Management* to stay current on HR trends and developments.
- 2) To recruit someone to manage the day-to-day functions of the department and to hire other staff, you check the Job Descriptions software, and review the HR position descriptions and functions. In addition, you review BNA's *HR Department Benchmarks and Analysis Report* (available separately) to see how other organizations handle HR staffing and budgeting issues.
- 3) Planning ahead for the company's future expansion, you read about outsourcing to see what functions, such as payroll, might be better handled outside your organization.
- 4) You recognize that the *HR Policy Handbook* will be in constant demand from day one, enabling you to create and implement legally compliant policies and best practices.
- 5) The new HR director can use the summary of HR information systems to determine how to support HR functions and processes.



How BNA's *Human Resources Library* helps you deal with challenges relating to...

# POLICY CREATION

## Creating and implementing policies; addressing individual issues.

### **CHALLENGE:**

With the approach of summer, you envision employees in shorts and T-shirts—and decide that you must revise the company's dress code. Creating and implementing an effective policy is easy with BNA's *Human Resources Library*.

### **SOLUTION:**

- 1) You begin by reading about dress and grooming and related nondiscrimination issues in *HR Practitioners Guide*. You also consult the state law summaries addressing appearance standards to ensure your policy complies with any applicable state laws.
- 2) To review trends and developments on this issue, you check *Bulletin to Management*.
- 3) Next, you open *Fast Answers* and search for "dress code." Several Q&As provide insight on the issue, such as "Should we incorporate grooming standards in our dress code?"
- 4) Finally, you go to the *HR Policy Handbook*, which offers three model dress policies.
- 5) Cutting and pasting from all these documents, you tailor a new dress code for your employees.

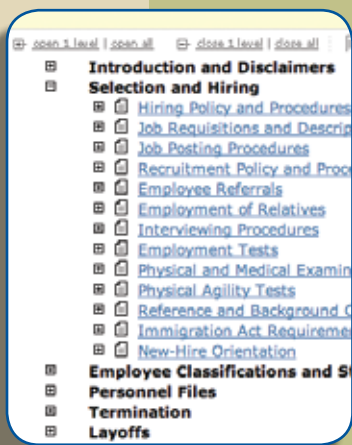


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CALL **1-800-372-1033**



# Get to know your *Library's* Features & Highlights

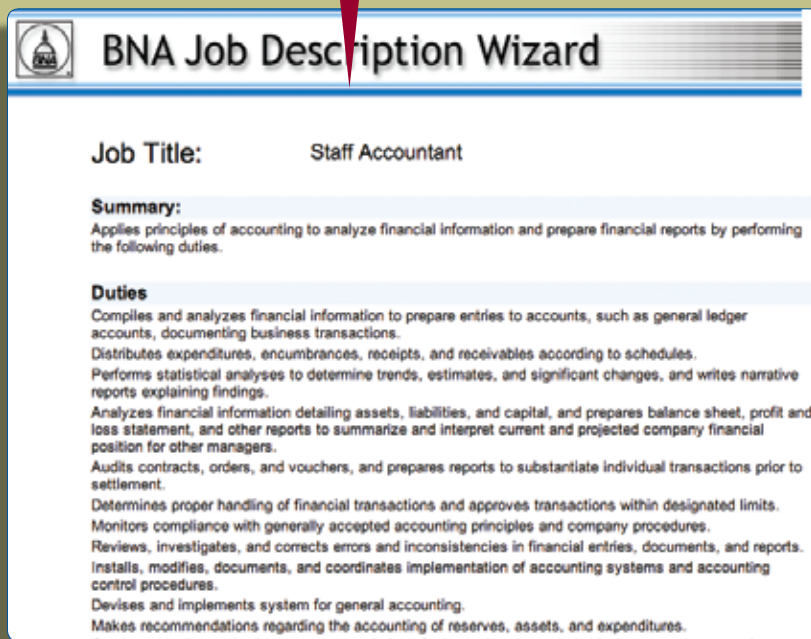


## HR POLICY HANDBOOK

Create and implement effective HR policies, tailored for your organization. *HR Policy Handbook* has explanations, guidance, and hundreds of BNA-created examples of policies used by real-world employers.

## JOB DESCRIPTION WIZARD

Identify specific job requirements and write comprehensive, appropriate descriptions quickly and easily. Take full advantage of the *Library's* massive collection of position descriptions and its powerful Q&A format.



### QUICK LINKS

- › [Fast Answers](#)
- › [Bulletin to Management](#)
- › [HR Policy Handbook](#)
- › [Custom Job Descriptions](#)
- › [Forms, Notices & Posters](#)
- › [BNA Surveys & Reports](#)
- › [HR Practitioners Guide](#)
- › [Practice Tools](#)
- › [All HR Library Contents](#)

Customize this area with your choice of links to the HR Library's collections.

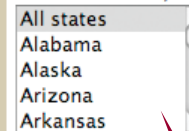
[Go to preferences](#)

### STATES

- › [State Quick Reference Charts](#)

#### 1. Select a state

To search multiple states, use the Ctrl key.



#### 2. Choose a category (optional)

### HR TOPIC NAVIGATOR™

#### Browse the HR Topic Navigator

The HR Topic Navigator™ provides a new approach for your research. Click on a category to see an expandable list of all topics in that category.

- › [Benefits](#)
- › [Compensation](#)
- › [Hiring](#)
- › [Human Resources Administration](#)
- › [International Human Resources](#)
- › [Labor Relations](#)
- › [Nondiscrimination and Diversity](#)
- › [Organizational Development and Training](#)
- › [Payroll](#)
- › [Productivity and Performance](#)
- › [Recordkeeping and Reporting](#)
- › [Safety, Health, and Security](#)
- › [Termination](#)
- › [Training and Workforce Development](#)
- › [Work Rules and Employee Compensation](#)

#### HR Topics by Alphabet

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#)

## STATE QUICK REFERENCE CHARTS

Get fast, reliable answers with our *State Quick Reference Charts*. There are more new state charts on more topics than ever before—all created in response to customer feedback. The charts are streamlined, easy to use, and linked to state summaries of requirements, plus citations.

HOME ABOUT CONTACT US SITE MAP HELP

Search:

Preferences  
★ FAVORITES

Search Tips | Advanced Search

SEARCH HISTORY | SAVED SEARCHES

FORMS, NOTICES & POSTERS | ATTORNEY RESOURCES

### NAVIGATOR™

Select a subject area  
Click on a category below  
to view topics within that  
category.

[More Navigation Tips >](#)

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[Home](#)  
[About](#)  
[Contact Us](#)  
[Site Map](#)  
[Help](#)

[Forms, Notices & Posters](#)  
[Attorney Resources](#)

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### NEWS & UPDATES

- › EEOC releases guidance on [employing disabled veterans](#).
- › Supreme Court [rules on EEOC charge requirements](#) for ADEA claims.
- › Supreme Court [rules on use of "me too" evidence](#) in employment discrimination lawsuits.
- › Effective March 27, 2008, employers face [increased fines](#) for federal immigration law violations.
- › [What's New This Month](#)
- › [Bulletin to Management](#)
- › [This Week's E-Mail Update](#)
  - › [Sign Up for E-Mail Updates/State Compliance Alerts](#)

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### FAVORITE DOCUMENTS

No favorite documents have been selected to display. For help with this feature, view the [Help](#) file.

Q R S T U V W X Y Z 0-

### Search Fast Answers

What is employment age discrimination?

Ex. What is a cafeteria plan?

### Browse Fast Answers

- › [Benefits Administration](#)
- › [Communications](#)
- › [Conduct & Discipline](#)
- › [Dispute Resolution](#)
- › [EEO/AA](#)
- › [Employee Services](#)
- › [Executive Compensation](#)
- › [Hiring](#)
- › [HR Department Administration](#)
- › [Insurance](#)
- › [Labor Relations](#)
- › [Other Benefits Issues](#)
- › [Pay](#)
- › [Productivity & Performance](#)
- › [Recordkeeping](#)
- › [Retirement](#)
- › [Safety & Security](#)
- › [Schedules & Leave](#)
- › [Separation](#)

### FAST ANSWERS™

This quick, user-friendly, Web-based Q&A function is a signature BNA service. Find more than 2,400 succinct, plain-English explanations of dozens of compliance and policy topics, updated monthly.

### NEWS UPDATES

Consult *Bulletin to Management* and *HR E-Mail Updates* for quick-scan headlines and detailed articles, all designed to keep you informed of the latest HR developments.

**Minimum Wage Rates and Credits  
(General Industry, Private Sector Only)**

	Hourly Minimum Wage Rate	Future Hourly Minimum Wage Rate	Tipped Employees		Credit for Meals/Lodging
			Minimum Cash Wage	Based on Maximum Credit of:	
Federal	\$5.85	\$6.55, eff. 7/24/08	\$2.13	\$3.72	Yes
Alabama	No State-Mandated Minimum Wage				
Alaska	\$7.15	None	\$7.15	None	None
Arizona	\$6.90	None	\$3.75	\$3.15	Yes
Arkansas	\$6.25	None	\$2.63	\$3.62	Yes
California	\$8.00	None	\$8.00	None	Yes
Colorado	\$7.02	None	\$4.00	\$3.02	Yes
Connecticut	\$7.65	None	\$5.41	\$2.24 (Exceptions Apply)	Yes
Delaware	\$7.15	None	\$2.23	\$4.92	None
District of Columbia	\$7.00	None	\$2.77	\$4.23	Yes
Florida	\$6.79	None	\$3.77	\$3.02	None
Georgia	\$5.15	None	\$5.15	None	None
Hawaii	\$7.25	None	\$7.00	\$0.25	Yes
Idaho	\$5.85	\$6.55, eff. 7/24/08	\$4.05	\$1.80	Yes
Illinois	\$7.50	\$7.75, eff. 7/1/08	\$4.90	\$2.60	Yes
Indiana	\$5.85	\$6.55, eff. 7/24/08	\$2.13	\$3.72	None
Iowa	\$7.25	None	\$4.35	\$2.90	Yes
Kansas	\$2.65	None	\$1.59	\$1.06	None
Kentucky	\$5.85	\$6.55, eff. 7/1/08	\$2.13	\$3.72	None
Louisiana	No State-Mandated Minimum Wage				



How BNA's *Human Resources Library* helps you deal with challenges relating to...

# PRODUCTIVITY TOOLS

## Answering questions; handling forms; using job descriptions.

### **CHALLENGE:**

As your hospital's Compensation Analyst, you've been asked to update job descriptions for Registered Nurses. This task is a snap with BNA's *Human Resources Library*.

### **SOLUTION:**

- 1) First, you consult the chapter on Job Analysis and learn more about the best ways to develop and modify job descriptions. You note the importance of understanding Title VII and the Americans with Disabilities Act before you begin to revise your position descriptions.
- 2) You search Fast Answers for "job evaluation" and find ten Q&As on the Topic Page, including "What is electronic job evaluation?" and "What is a hybrid system job evaluation?"
- 3) You issue a memo to your HR and Compensation directors that calls for a hybrid process of job evaluation, and points out the various legal and operational implications of the project.
- 4) Turning to the Job Descriptions software, you open "Create Job Description," select "Healthcare" under Industry, and find under "Nursing" more than 50 distinct job descriptions.
- 5) Opening the "Registered Nurse" job descriptions and using the "Edit" functions, you input information to identify the jobs in your hospital and their supervisory duties, required competencies, qualification supervisory qualification requirements, physical demands, and work environment.
- 6) You use the results to download a draft job description to reflect perfectly the jobs of your hospital's RNs.



How BNA's *Human Resources Library* helps you deal with challenges relating to...

# COMPLIANCE

## Following laws and regulations; preventing and solving problems.

### **CHALLENGE:**

You read in *Bulletin to Management* that the federal Family and Medical Leave Act is extended to provide protections to family members of servicemembers. You want to determine what your FMLA compliance requirements are.

### **SOLUTION:**

- 1) You search on "FMLA," which results in several FMLA-related Topic Page options. You choose "Family and Medical Leave" and click on "Core BNA discussion."
- 2) You review BNA's discussion on the topic and realize that FMLA now provides employees leave for certain family members being called up for or on active duty in the Armed Forces or to care for them if they become seriously ill or injured while serving in the Armed Forces.
- 3) You check your family leave policy and realize it should be updated to reflect the new FMLA provisions. You look at the "Family and Medical Leave" Topic Page results and the listed "Model Documents" and click on "Model family leave policy."
- 4) You review the model FMLA policy that provides language that incorporates the new FMLA provisions. You compare it to your existing policy and add the new language to update your policy and ensure FMLA compliance.



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information:

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CALL **1-800-372-1033**



## Find out what thousands of your colleagues already know:

**BNA's cost-effective *Human Resources Library* helps you save time, effort, and money.**



"It's good to know that BNA's *Human Resources Library* on the Web is at my fingertips whenever I need it. It makes my job so much easier. I can log on from anywhere—even in my downtime, I go on the *Library!*"

**Wanda Troutt**  
Assistant Vice President,  
Human Resources  
Citizens Bank  
Philadelphia, PA



"With BNA in our corner, we really know what's going on in the world of HR. The *Human Resources Library* is a great overall resource for my team."

**Jeffrey Tuttle**  
Vice President,  
Human Resources  
City Public Service  
San Antonio, TX

### Single source for HR reference needs.

- Hot topics
- Policy handbook
- Federal laws and regulations
- Strategic planning, best practices
- Weekly breaking news and trends
- Customizable *State Compliance Alerts*
- 2,400 *Fast Answers*™ with more to come
- 2,100 state law summaries
- 600 chapters of editorial analysis
- 500 sample forms and policies
- 500 state and federal posters and notices
- 400 federal government (mostly interactive) forms
- 250 state forms
- 45 state quick reference charts
- Outside HR consultants can charge more than \$1,000 per day for advice.
- An attorney in a large law firm charges about \$400 per hour for legal advice.
- Recent employee lawsuit damages awards range from \$466,000 to \$2.2 million.
- An annual subscription to *Human Resources Library*, however, amounts to just dollars a day—little more than the cost of a dozen memo pads.



## Now make the most of BNA's *Human Resources Library*—with a **FREE** trial!

There's no cost, risk, or obligation; no credit card is required, and you won't get an invoice. After the 15-day free trial period, simply contact BNA to start your regular subscription.

### **FREE Customer Support**

Along with your free trial or regular annual subscription, you'll have full access to BNA product support services and training. For more information, call BNA Customer Relations at **800-372-1033**.

### **CONTACT US TODAY!**

- **VISIT [hrcenter.bna.com](http://hrcenter.bna.com)** and select "Free Trial."
- **CONTACT your BNA Account Executive** for details on competitive pricing and how to get the right information for your needs.

For the name of your Account Executive,  
call BNA's Customer Relations at **800-372-1033**

(M-F 8:30am-7pm ET, excluding most federal holidays).



## About BNA

BNA delivers specialized information to business, legal, and government professionals. As the leading independent publisher of print and electronic news, analysis, and reference products, BNA has provided intensive coverage of developments in law and regulation for more than 75 years.

An extensive network of more than 500 BNA reporters, editors, and correspondents, posted at federal, state, and international government offices, courts, and other key locations, ensures that you have timely information and expert analysis of the issues that matter most to you and your work. Our authoritative, nonpartisan information services are widely recognized for their editorial excellence and objectivity.



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