

HR Forms & Tools

EEO & Other Employment Law Issues & Practices

List of Included Documents

ADA

- ADA Accommodation Request from Employee
- ADA - Reasonable Accommodation Guide
- Determining who is Protected Under the ADA
- Epilepsy in the Workplace – Applying the ADA to Medical Disabilities
- How Does the ADA Apply to Vision Impairments?
- Managers Guide to the ADA
- Reasonable Accommodation and Undue Hardship
- Sample ADA Accommodation Approval Letter
- Sample Letter from Company to Employee Who is Requesting Work Accommodations or Restrictions Under the ADA
- Sample Letter from Employee to Doctor or Other Medical Professional Requesting Medical Records – Part of an ADA Reasonable Accommodation Review
- Sample Letter to Doctor or other Medical Professional Requesting Information Regarding Disability Status of Employee
- The ADA and Persons with Intellectual Disabilities
- Two Increasingly Common ADA Issues: Telework as an Accommodation and Diabetes in the Workplace

Blogs and Social Networking

- Company Blogging Guidelines
- Drafting a Social Computing Networking Policy
- Personal Employee Blogs & Social Networking Sites

Confidentiality and Non-Compete Issues

- Employee's Acknowledgement to Protect Confidential Information and Competitive Position at Termination
- Safeguarding Company Information and our Competitive Edge Memo
- Sample Letter to New Employer of Person Covered by Confidentiality, Invention, or Non-compete Agreement
- Sample Non-compete and Confidentiality Agreement

EEO & Other Employment Law Issues

- Accommodating Religious Diversity: Headscarves in the Workplace
- Anti-Harassment and Non-Discriminatory Policy Acknowledgement
- Are You Protected Under the ADEA?
- Avoiding Caregiver Discrimination: What Managers Should Know
- Avoiding the Retaliation Nightmare
- Comparison of the Significant Elements of the ADA, FMLA, and Workers' Compensation
- EEO-1 Instructions (pdf file)
- EEO-1 Report Sample (pdf file)
- EEO-1 Reports-Do You Need to File One?
- EEO and Affirmative Action Statement of Policy
- EEOC Guidelines – Racial, Religious, and National Origin Discrimination
- Harassment Policy and Training Checklist
- Having a Company Party – Want to Avoid Getting Sued?



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- Key Issues Surrounding Religion in the Workplace
- Off Duty Conduct
- Pregnancy and Maternity Issues in the Workplace
- Religious Accommodation Request
- Rest and Meal Breaks – What’s Required?
- Retaliation Claims Are Growing
- RX: Prescriptions for Employment Law Training
- Summary of Federal Employment Law Requirements
- Tips from Kindergarten and How They Can Keep You Out of HR Legal Trouble
- Top 10 Lists Aren’t Just for David Letterman
- Veterans with Service Connected Disabilities
- Vets-100 Report (pdf file)
- Vets-100A Report (pdf file)
- What Your Employees and Managers Need to Know About Your EEO Policies
- When Job Functions Clash With Religion

Employment Practices

- Dress and Appearance Codes
- Employee Email Guidelines
- Employee Internet Use Guidelines
- HR Department Planning
- Human Resource Issues When Disaster Strikes
- Matching Gift Request Form
- Measuring Key Human Resource Functions
- Sample Human Resource Mission Statements
- What Do Union Rules Have to Do with a Non-Union Environment
- Whistleblowing-Reporting Serious Inappropriate Conduct
- Workplace Searches – Balancing Employee & Employer Interests

Pandemic Planning

- Identification of Key Functional Areas Affected by Pandemic
- Identification of Key Vendors/Suppliers in Preparation for a Pandemic
- Identification of Key Personnel in Preparation for a Pandemic
- Pandemic Flu & Workplace Privacy & Discrimination Issues
- Pandemic Flu Preparedness Checklist
- Pandemic Response Team
- Toolkit for Businesses and Employers – Seasonal Flu (pdf file)



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