HUMAN RESOURCES LIBRARY™

The all-in-one HR news and information resource for answers to your toughest everyday questions.

For more information, call 800.372.1033 or visit www.bna.com/hrlibrary
HUMAN RESOURCES LIBRARY

THE COMPLETE, MUST-HAVE RESOURCE FOR HR PROFESSIONALS.

FROM BLOOMBERG BNA — YOUR SOURCE FOR THE MOST VALUABLE INFORMATION, FOR THE PEOPLE YOUR COMPANY VALUES MOST.
Discover how Bloomberg BNA’s Human Resources Library helps you deal with your specific challenges. This booklet contains examples of what the Library does best, and how it can work best for you.
See why nearly 80 years of experience make us the most trusted HR information resource in the industry. Bloomberg BNA’s Human Resources Library™ offers comprehensive, plain-English coverage of the issues facing today’s HR professionals. This all-in-one information service addresses your most common challenges with an integrated collection of news, insight, and guidance. Trust the knowledge of Bloomberg BNA’s team of HR experts and customer support specialists for answers to your toughest HR questions.

A Solution Guide for the HR Professional

The Human Resources Library is an integrated resource you can count on to address all your HR reference needs, and includes:

- News and developments
- Email highlights
- State compliance alerts
- Compliance analysis
- HR Policy Handbook
- Federal laws and regulations
- 2,400 Fast Answers™
- 460 analysis chapters
- 359 policies and support documents
- 2,323 state law summaries
- 76 state quick reference charts
- 97 federal notices and posters
- 468 state posters
- 583 federal and state forms (mostly interactive)

Topics Covered Include:

- Alcohol and drug testing
- Electronic communications
- Employment eligibility notification
- Equal employment opportunity
- Family and medical leave
- Health care compliance
- Health care cost containment
- Immigrant and nonimmigrant visas
- Layoffs and plant closings
- Military leave
- Minimum wage and overtime
- Recordkeeping
- Recruitment and retention
- Retirement benefits
- Work rules and employee conduct
- Workplace violence

Valuable Information, Valuable Savings

Find out what thousands of your colleagues already know—that Bloomberg BNA’s cost-effective Human Resources Library helps you save time, effort, and money.

With recent employee lawsuit damages awards ranging anywhere from $466,000 to $2.2 million, you have to have the guidance of an expert. But the costs can be exorbitant, with outside HR consultants charging more than $1,000 per day for advice, and attorneys in large law firms requiring about $400 per hour for legal consultation.

An annual subscription to Human Resources Library, however, amounts to just dollars a day—little more than the cost of a dozen memo pads.

Make yourself and your HR department invaluable to your company with Bloomberg BNA’s Human Resources Library.
HR POLICY HANDBOOK
Create and implement effective HR policies, tailored for your organization. *HR Policy Handbook* has explanations, guidance, and hundreds of Bloomberg BNA-created sample policies used by employers in real-world situations.

JOB DESCRIPTION WIZARD
Identify specific job requirements and write comprehensive, appropriate descriptions quickly and easily. Take full advantage of the Library’s collection of position descriptions and its powerful Q&A format.
STATE QUICK REFERENCE CHARTS

Get fast, reliable answers with our State Quick Reference Charts. There are 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.

FAST ANSWERS™

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

NEWS UPDATES

Consult Bulletin to Management™ E-Mail Update: HR Library and State Compliance Alert for quick-scan headlines and detailed articles, all designed to keep you informed of the latest HR developments.
TOP 10 FEATURES FOR EFFECTIVE HR MANAGEMENT

1. Issue-Driven Research
   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
   Create, update, and implement effective HR policies with HR Policy Handbook explanations and guidance and Bloomberg BNA-created sample language.

3. News & Updates
   Rely on Bulletin to Management™ and E-Mail Update: HR Library 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
   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
   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. State Compliance Alerts and the NEW State Chart Builder keep you up to date every week.

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

8. Interactive Forms
   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
   We’re here to help, providing you with full access to product support services and training to maximize the value of your subscription to the Library.

10. HR Library with Attorney Resources
    A new section features Cases, an extensive collection of full-text court and administrative decisions on HR issues, and Practice Tools, a treasury of checklists and model letters, forms, and policies.
**ORGANIZATIONAL STRATEGY**

Bloomberg BNA’s *Human Resources Library* helps you deal with challenges relating to setting up and maintaining a Human Resources department, achieving goals, and 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 Bloomberg 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 Bloomberg 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.
POLICY CREATION

Bloomberg BNA’s *Human Resources Library* helps you deal with challenges relating to creating and implementing policies, and 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 Bloomberg 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 code policies.

5. Cutting and pasting from all these documents, you tailor a new dress code for your employees.

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Bloomberg BNA’s *Human Resources Library* helps you deal with challenges relating to answering questions, handling forms, and 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 Bloomberg 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 13 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, 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.
Bloomberg BNA’s Human Resources Library helps you deal with challenges relating to following laws and regulations, and 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 service members. 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 Bloomberg BNA discussion.’
2. You review Bloomberg 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.

To start your FREE trial or for more information, call 800.372.1033 or visit www.bna.com/hrlibrary
START YOUR FREE TRIAL TODAY

Get answers to pressing questions that you and your department face every day.

Whether it’s through the State Quick Reference Charts, Fast Answers™, or the HR Policy Handbook, Bloomberg BNA is your source for answers in every area of HR administration. Get the best practice information you need for every member of your department.

Make decisions with confidence by having the right information.

You’ll have comprehensive, plain-English coverage of virtually every issue HR departments must address, in the areas of personnel management, fair employment practices, compensation, wage and hour, and labor relations.

Stay current with the latest HR developments that affect your organization.

Consult Bulletin to Management™ E-Mail Update: HR Library and State Compliance Alert for quick-scan headlines and detailed articles, all designed to keep you informed of the latest HR developments.

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