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Tolley's Managing Fixed-Term and Part-Time Workers is an essential tool for HR directors and managers, and their advisers. This timely handbook contains comprehensive coverage of the legal and practical implications of the new Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the EC Directive on Fixed-Term Work. With almost a quarter of the total UK working population engaged on part-time contracts, there

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has never been a greater need for employers to understand the latest rights and duties owed to those who work on a part-time, intermittent or job-share basis. This invaluable resource will show you how to deal fairly with agency temps, contractors, freelancers, casual workers, seasonal workers, students working during vacations, part-time employees and temporary workers engaged to cover short-term absence. Combining coverage of the legal background with practical advice on how to ensure your policies and procedures comply with the law, this handbook will enable you to:

- understand the laws that impact upon successive fixed-term contracts
- treat part-time staff fairly and avoid claims of unlawful discrimination from women who form the majority of the UK's part-time workforce
- draft your own documents using key sample documents – letters of employment, contract clauses and employment policies
- save time by giving you access to comprehensive legal and tactical information in one unique handbook, featuring questions and answers, checklists and case studies for ease of use
- ensure you are complying with the laws governing equality of treatment for fixed-term and part-time workers

This accessible guide explains the latest legislation and case law and offers an array of practical tips and tools to help ensure fairness of treatment for fixed-term and part-time employees.

Most employers will at some time need to monitor, record and read staff e-mails and correspondence, or check on their use of the telephone and internet. There may also be cases where covert surveillance either by video camera or private investigators is considered necessary. The law in this area is complex and, in some cases, contradictory. Similarly, vetting staff before taking them into employment can be equally fraught with legal issues. This book sets out the law in both areas clearly, and gives practical guidance, precedents and useful examples of policies and procedures for monitoring employees at work and vetting potential employees.

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This work aims to provide practical guidance to the law in relation to the drafting of employment contracts and an understanding of all aspects of employment law and procedures. The guide contains material on areas from recruitment to behaviour at work, equal opportunities and termination of employment. This work also explains underlying legal concepts that help to reduce the risk of conflict or litigation. Procedures provided include contract clauses, procedure guidelines, codes of practice, employment handbook matters and policy documents.

Email and Internet use is increasingly topical as employers and employees test the boundaries of acceptable use of new communications technology in the workplace. The potential legal liabilities make this a crucial decision-making area for all involved in human resources management. Tolley's *Managing Email and Internet Use* will provide you with the essential legal guidance and practical advice to establish, implement and enforce a policy for internet and Email use in your workplace. Tolley's *Managing Email and Internet Use* analyses and interprets (in plain language) the law on monitoring employees' Email and internet activity, the use of confidentiality notices, privacy, harassment and Email interception by employers. It also provides information on the key regulations and guidelines which affect Email and internet policy, including the Human Rights Act 1998, Data Protection Act 1998 and the Regulation of Investigatory Powers Act 2000. Tolley's *Managing Email and Internet Use* is the only practical guide to offer you: - strategic guidance on implementing, policing and maintaining an effective Email and internet policy - Current thinking on managing Email and internet use - Sample policies, disclaimers, rules and procedures to assist in establishing your own guidelines - A practical approach featuring questions and answers, checklists and case studies - An accessible read regardless of previous legal experience - Latest case law from recent cases involving Email and internet policy Tolley's *Managing Email and*

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Internet Use is a complete reference source for Email and internet policy in the workplace.

What is this Report about? This specially commissioned report will show you how to get the best out of your employees, from recruitment to retirement, while protecting yourself and your firm to the full. For a start, you could save yourself a lot of trouble through understanding the law on recruitment. Then, you don't have to accept every doctor's certificate for sickness absence. Again, were you aware that not all duties are suspended when off sick? The report is packed with constructive advice, and ends with seven invaluable Appendices including precedents, model letters and draft company policies.

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