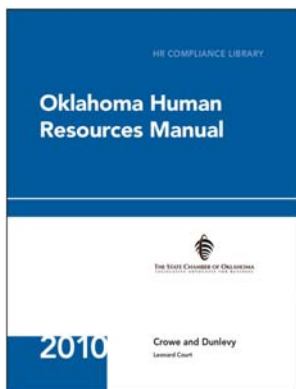


# 2010 Oklahoma Human Resources Library

There were many changes to the employment law landscape last year, but unless you have a live feed to lawmakers, it's impossible to find all the information in one place. You could spend hours searching the Internet for answers. You're too valuable to get bogged down with this mess. Everything you need is contained in the **Oklahoma HR Library**. With all of the essential information in one place, you'll be equipped with the tools you need to navigate through the hidden pitfalls and traps that await employers. And because the manuals were written by attorneys at Crowe Dunlevy, you'll know they are credible, authoritative, and Oklahoma specific.

These valuable resources are offered in two different packages: (1) order the printed version and get the digital download free OR if you don't need the printed version, save 20% off the listed price and (2) order only the digital version.



## **Oklahoma Human Resources Manual**

**Print version:** \$79/\$99 (State Chamber member/non-member)

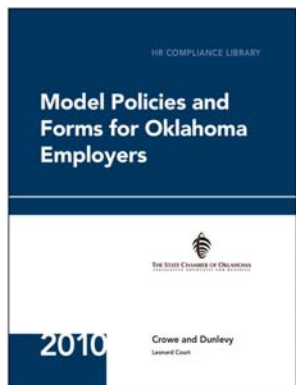
**Digital version only:** \$63.20/\$79 (State Chamber member/non-member)

**Authored by:** Crowe Dunlevy

The Oklahoma Human Resources Manual is an HR Manager's dream come true, covering everything from pre-hire through post-termination. Written in plain-English, you'll find chapters on recruiting and hiring, employee handbooks, wages and hours, performance evaluations, discrimination, and MORE! Purchase of this manual includes a FREE digital download, which allows you to search the entire book on your computer. There is no time spent deciphering what you need to do, no questions as to how to do it, and no reason to ignore a problem that will not go away on its own. Contains 20

chapters, 235 pages, and 15 pages of index entries. Written by attorneys at Crowe Dunlevy.

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## **Model Policies and Forms for Oklahoma Employers**

**Print version:** \$79/\$99 (State Chamber member/non-member)

**Digital version only:** \$63.20/\$79 (State Chamber member/non-member)

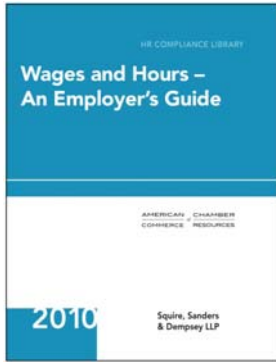
**Authored by:** Crowe Dunlevy PC

Employee policies and forms are essential to any workplace. They help you communicate your expectations to your employees and provide a consistent framework of rules so there is no question as to how a situation will be dealt with. **Model Policies and Forms for Oklahoma Employers** is more than 304 pages of forms, checklists, sample policies, and author commentary so you know the difference between what is optional and what is legally essential.

Contains more than 100 model policies and forms and makes creating policies for employee handbooks a breeze. Purchase of this manual includes a FREE digital download of the model policies and forms, which allows you to easily personalize and print what you need, saving you valuable time. Contains 12 chapters, 304 pages, and 6 pages of index entries. Written by attorneys at Crowe Dunlevy.

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**You may also order the two manuals (Human Resources Manual and Model Policies and Forms) as a set for \$126/\$158 (State Chamber member/non-member)**



### **Wages and Hours – An Employer's Guide**

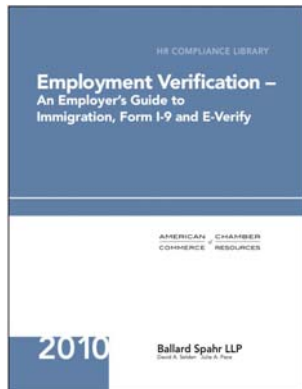
**Print version:** \$48/\$60 (State Chamber member/non-member)

**Authored by:** Squire Sanders and Dempsey LLP

The Department of Labor estimates that nearly 70% of employers are in violation of the Fair Labor and Standards Act (FLSA). With fines and penalties, small errors in wage and hour administration can snowball quickly into embarrassing and expensive situations for your company. Wages and Hours – An Employer's Guide is written in plain English and includes a detailed table of content and easy-to-use indexes, so you'll quickly find the information you need to make a decision. Includes chapters on: covered employers, deductions from pay, determining work time, overtime compensation, Equal Pay Act, FLSA

recordkeeping requirements, exemptions, and more! Save time, money, and headaches – order today! Contains 21 chapters, 179 pages, and 8 pages of index entries. Written by attorneys at Squire Sanders & Dempsey LLP.

To see the table of contents, read a chapter from the book, and place an order, click [here](#).



### **Employment Verification – An Employer's Guide to Immigration, I-9, and E-Verify**

**Print version:** \$48/\$60 (State Chamber member/non-member)

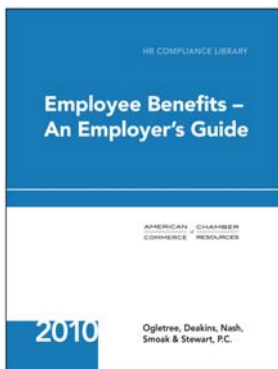
**Authored by:** Ballard Spahr LLP

The Immigration Reform and Control Act of 1986 (IRCA) imposes harsh penalties on employers for hiring aliens without proper work authorization and for failing to verify employment authorization for all employees. Enforcement of these immigration laws has never been greater and this appears to be part of the trend to increase worksite enforcement. But with our informative, plain-English guide, you'll have

all the information you need to stay in compliance and out of trouble, saving you money and headaches. Includes chapters on: Immigration Reform and

Control Act, No-match letter, Form I-9, How to respond to visits and calls concerning immigration, US Immigration and Customs Enforcement, Immigration visas, and more! Contains 14 chapters, 115 pages, and 4 pages of index entries. Written by attorneys at Ballard Spahr LLP.

To see the table of contents, read a chapter from the book, and place an order, click [here](#).



### **Employee Benefits – An Employer's Guide**

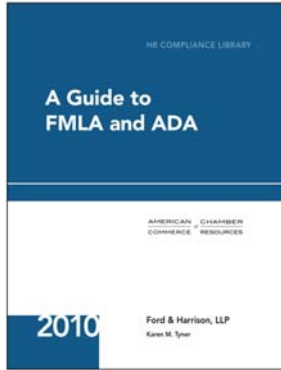
**Print version:** \$48/\$60 (State Chamber member/non-member)

**Authored by:** Ogletree Deakins LLP

This resource fills the gap between the thick legal tomes spouting specialized terminology unique to employee benefits laws and the brief pamphlets that are too general or basic to be of any help. Start with the opening chapter that covers basic information on employee benefits and then move on to the chapters devoted to particular types of common benefit arrangements. Includes chapters on: Employee benefits law, Life insurance, Health benefit plans, Disability plans, Retirement plans, 401(k) qualifications, and more! Contains 13 chapters, 202 pages, and 13 pages of index entries. Get your questions answers and get back to work faster with Employee Benefits – An Employer's

Guide. Written by attorneys at Ogletree Deakins LLP.

To see the table of contents, read a chapter from the book, and place an order, click [here](#).



### **A Guide to FMLA and ADA**

**Print version:** \$48/\$60 (State Chamber member/non-member)

**Authored by:** Ford & Harrison LLP

The first changes to the ADA in fifteen years went into effect last year and more have been made since then. Are you up to date? Violations of the Americans with Disabilities Act and the Family and Medical Leave Act can have serious implications for business owners if not handled appropriately. This guide breaks apart these two topics so you understand who qualifies, reasons for leave, reasonable accommodation, length of leave, notifications and documentation, enforcement, and much MORE! Because these laws are so complex, we've written this manual without perplexing legal jargon; everyone can use this authoritative guide. Contains more than 183 pages, 23 chapters, and 12 pages of easy-to-use indexed entries. Written by attorneys at Ford & Harrison LLP.

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