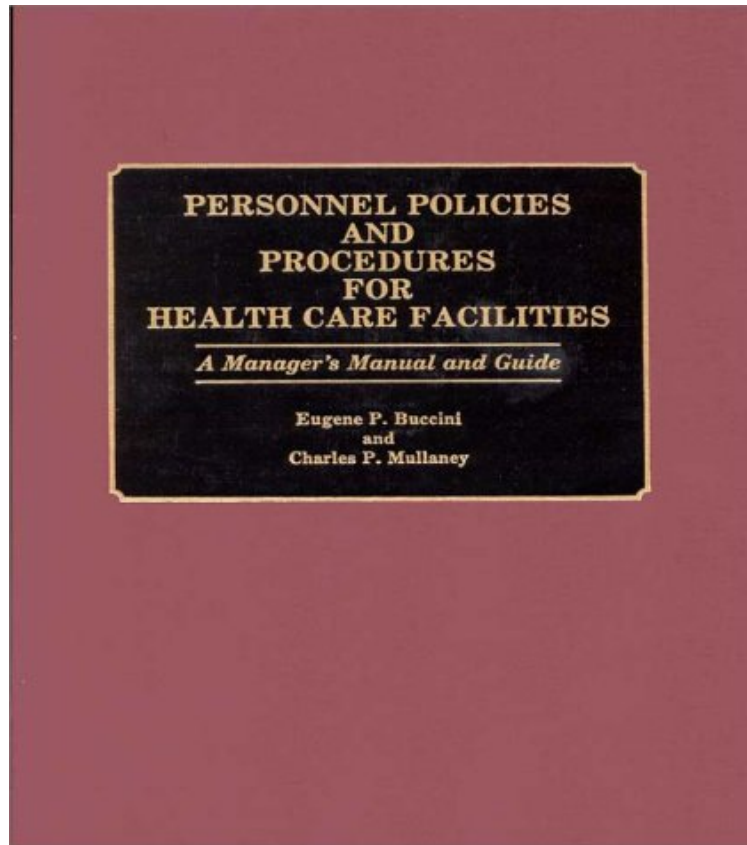


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Personnel Policies and Procedures for Health Care Facilities: A Manager's Manual and Guide

Eugene P. Buccini, Charles P. Mullaney
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Eugene P. Buccini, Charles P. Mullaney : Personnel Policies and Procedures for Health Care Facilities: A Manager's Manual and Guide before purchasing it in order to gauge whether or not it would be worth my time, and all praised Personnel Policies and Procedures for Health Care Facilities: A Manager's Manual and Guide:

A unique manual for managers in health care facilities, this volume contains model policies and procedures found through experience to be useful in helping managers manage their work force while at the same time enhancing the employee relations atmosphere. The policies and procedures are designed so that they can be incorporated into company personnel policy manuals as is or modified and adapted to meet the needs of individual organizations. Included are guidelines for promoting fairness and consistency, as well as those aimed at enhancing employee morale and effectiveness. Throughout, the authors have written the manual with a view toward preventing potential legal problems before they begin. The volume begins with a section explaining how to use the various sections of the manual, how to customize where necessary to reflect organizational goals, how to develop an employee handbook, and

how to add additional information such as organization history and structure. There follow comprehensive sections that deal with virtually every aspect of employment policies, wages and overtime, benefits policies, the employee and his or her job, employee conduct, and safety and security. Included are policies to deal with such increasingly difficult problems as drugs and alcohol abuse, sexual harassment and discrimination, terminations and layoffs, insurance, and employment of minors as well as basic employment policies ranging from recruitment and hiring to vacations and sick leaves.

About the Author EUGENE P. BUCCINI is Professor of Management, Ansell School of Business, Western Connecticut State University and President of Human Resource Systems, a management consulting firm specializing in personnel management, management development, and employee relations in various health care settings. CHARLES P. MULLANEY is Associate Professor of Justice and Law, Ansell School of Business, Western Connecticut State University, and formerly a trial attorney with the National Labor Relations Board. He also is a practicing attorney specializing in business law and employee relations.