

The Academic Librarian's Human Resources Handbook: Employer Rights and Responsibilities

David A. Baldwin



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To be an effective manager in today's library, you must know and comply with numerous federal and state laws and regulations. This handbook offers how to information on academic library management and provides a single, up-to-date source for laws, regulations, executive orders, guidelines, and court decisions on employee and employer rights and responsibilities. It includes information on laws relating to recruitment and selection of personnel; the employment relationship; wages and hours; employee benefits; health, safety, and privacy; and income replacement (e.g., disability, workers' compensation). In addition, potential management problems (e.g., discipline and discharge) are discussed and case studies are presented with suggestions for problem resolution. This material will keep administrators and human resources staff apprised of the actions of such organizations as the Equal Employment Opportunity Commission, the Occupational Safety and Health Administration, and the Office of Federal Cont

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