

PUBLICATION UPDATE

Route to: _____ _____ _____ _____
 _____ _____ _____ _____

California Employers' Guide to Employee Handbooks and Personnel Policy Manuals

Publication 00072 Release 19 September 2007

HIGHLIGHTS

Employee Handbooks and Personnel Policy Manuals

- This release includes new or revised State and Federal posters (or notices) including the following:
- Notice of Unemployment and Disability Insurance; Paid Family Leave (§ 3.03)
- Harassment or Discrimination in Employment (§ 3.09)
- Notice of Time Off to Vote (§ 3.07)
- Industrial Welfare Commission Wage Order MW-2007 (California Minimum Wage) (§ 3.09)
- Safety and Health Protection on the Job (§ 3.11)

- Your Rights—Federal Minimum Wage (§ 3.18)
- Notice to Employees Working on Government Contracts (§ 3.20)

Guidelines. This release contains extensive revision of the recommended Guidelines for Employee Handbooks and Personnel Policy Manuals, including expanded notes and commentary.

Copies of Wage Orders. This release contains current copies of the Industrial Welfare Commission Orders on Wages, Hours and Working Conditions, downloaded from the IWC's website.

Updated Listings of Agencies. State and Federal agency office listings have been updated.

Matthew Bender provides continuing customer support for all its products:

- Editorial assistance—please consult the “Questions About This Publication” directory printed on the copyright page;

- Customer Service—missing pages, shipments, billing or other customer service matters (1-800-833-9844).
- Outside the United States and Canada, (518) 487-3000, or fax (518) 487-3584;
- Toll-free ordering (1-800-223-1940).



www.lexis.com

Copyright © 2007 Matthew Bender & Company, Inc., a member of the LexisNexis Group.
Publication 00072, Release 19, September 2007

LexisNexis, the knowledge burst logo, and Michie are trademarks of Reed Elsevier Properties Inc., used under license. Matthew Bender is a registered trademark of Matthew Bender Properties Inc.

FILING INSTRUCTIONS

California Employers' Guide to Employee Handbooks and Personnel Policy Manuals

Publication 72 Release 19

September 2007

**Check
As
Done**

- 1. Check the Title page in the front of your present Volume 1. It should indicate that your set is filed through Release Number 18. If the set is current, proceed with the filing of this release. If your set is not filed through Release Number 18, DO NOT file this release. Please call Customer Services at 1-800-833-9844 for assistance in bringing your set up to date.
- 2. This Release Number 19 contains only White Revision pages.
- 3. Circulate the "Publication Update" among those individuals interested in the contents of this release.

**Check
As
Done**

*Remove Old
Pages Numbered*

*Insert New
Pages Numbered*

For faster and easier filing, all references are to right-hand pages only.

VOLUME 1

Revision

<input type="checkbox"/>	Title page	Title page
<input type="checkbox"/>	1-3	1-3
<input type="checkbox"/>	2-1 thru 2-211	2-1 thru 2-215
<input type="checkbox"/>	3-1 thru 3-341	3-1 thru 3-261
<input type="checkbox"/>	I-1 thru I-11	I-1 thru I-9

**FILE THE PUBLICATION UPDATE AND FILING INSTRUCTIONS IN THE
FRONT OF THE FIRST VOLUME OF YOUR SET.**

To order missing pages log on to our self service center, www.lexisnexis.com/printcdsc or call Customer Services at 1 (800) 833-9844 and have the following information ready:

- (1) the publication title;
- (2) specific volume, chapter and page numbers; and
- (3) your name, phone number, and Matthew Bender account number.

Please recycle removed pages.

MISSING FILING INSTRUCTIONS?
FIND THEM AT www.lexisnexis.com/printcdsc

Use the search tool provided to find and download missing filing instructions,
or sign on to the Print & CD Service Center to order missing pages or
replacement materials. Visit us soon to see what else
the Print & CD Service Center can do for you!



www.lexis.com

**Copyright © 2007 Matthew Bender & Company, Inc., a member of the LexisNexis Group.
Publication 72, Release 19, September 2007**

LexisNexis, the knowledge burst logo, and Michie are trademarks of Reed Elsevier Properties Inc., used under license. Matthew Bender is a registered trademark of Matthew Bender Properties Inc.

