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Publisher's Note

2022 — Release 1

Previous release was 2021-1

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BEST PRACTICES: EMPLOYMENT POLICIES THAT WORK

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Dear Subscriber,

We are pleased to enclose release 2022-1 for *Best Practices: Employment Policies That Work*.

Please note the following changes included in this release:

- In **Chapter 3, How to Evaluate and Revise Your Policies**, some additional commentary was added on Reviewing and Updating Existing Policies, and Developing a Canadian Version of an International Handbook.
- Also in **Chapter 5, Employee Selection and Assignment**, updates and enhancements were made to policies and commentary throughout the first half of the chapter. In particular, these relate to recognized HR trends and best practices, diversity and inclusion, legal compliance, modern terminology and

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technological concerns. These changes include updates relating to modern approaches to talent acquisition. The rest of this chapter will be updated and enhanced as part of a future release.

- Also in **Chapter 8, Terms and Conditions of Employment**, a new section and sample policy on Hybrid Work Arrangements was added. This represents an important trend for many employers as part of the return to work process in the wake of the COVID-19 pandemic.

Note: The example policies on your *Best Practices: Employment Policies That Work* CD-ROM are published only in Microsoft Word 97 format.

Best Practices: Employment Policies That Work covers key HR topics such as performance management, employee retention, training and development, termination, and recruitment and selection. As with every release, we have included a new updated *Best Practices: Employment Policies That Work* CD-ROM. Your CD-ROM offers you the most current inventory of employment policies published to date in *Best Practices: Employment Policies That Work*. All example policies are published in Microsoft Word 97 format.

To install the policies on a Microsoft Windows computer, open the CD-ROM via “My Computer” and double-click “setup.exe”. The installer will place a shortcut to the *EPTW* Table of Contents on your Desktop. Users with other operating systems may access the files directly by navigating to the “Carswell” folder on the CD-ROM.

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