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Publisher's Note

2023 — Release 1

Previous release was 2022-3

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BEST PRACTICES: EMPLOYMENT POLICIES THAT WORK

July / 2023

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Dear Subscriber,

We are pleased to enclose release 2023-1 for *Best Practices: Employment Policies That Work*.

Please note the following changes included in this release:

- In **Chapter 12, Termination**, significant changes were made to policies and commentary on exit interviews, resignation and termination procedures. A new policy and content on conducting termination meetings virtually was also added.
- Also in **Chapter 12, Termination**, numerous edits, updates and enhancements were made throughout the chapter in relation to revised legal and regulatory requirements, new and emerging best practices, and updated business practices and terminology. This includes current language relating to diversity and

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inclusion, termination policies, termination clauses, the contractual force of policies, probationary employment, temporary layoffs, downsizing, recalls, dealing with layoff “survivors” and legislative provisions for group terminations.

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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