

Publisher's Note

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BEST PRACTICES: EMPLOYMENT POLICIES THAT WORK

2026-2 October

This release has been converted into a more user-friendly softbound book. Subscribers will receive a softbound book to replace any relevant revised content within the work. This should greatly improve the reader's experience in terms of filing pages within a limited binder system-allowing the work to easily expand as discussion of the law dictates.

Filing Instructions:

- REMOVE and RECYCLE the entire 2026-1 soft-cover edition; and
- PLACE the new 2026-2 soft-cover edition in your library.

Please note the following changes included in this release:

- In **Chapter 8—Terms and Conditions of Employment**, edits and updates were made to commentary and sample policies dealing with hybrid work arrangements and artificial intelligence (AI) in the workplace. New policies were added on “coffee badging” (also known as “swipe-and-go”), return to the office and prohibition of the use of “shadow AI.”
- In **Chapter 9—Employee Relations**, edits and updates were made to numerous sample policies, including those dealing with employee recognition and suggestion programs, employee attendance, gift giving, employee surveys, investigation and disciplinary procedures, progressive discipline, sunset clauses, employee complaints, performance improvement plans, grievances and the provision of an employee handbook. The entire chapter was also reviewed and updated, particularly with respect to modern business practices and terminology, technological advancements, new and emerging legal and regulatory requirements, diversity and inclusion, gender-neutral language, monetary limits and recognized best practices in human resources management.
- A new **Appendix F—Termination of Employment in a Unionized Environment and the Impact of Employment Policies Generally** was added. This deals with the concept of management rights, “KVP principles” (particularly as they related to employment policies), seniority, layoff and recall, bumping rights, sunset clauses, last change agreements, workplace investigations, the duty of fair representation, procedural aspects of employee terminations in a unionized environment, grievance arbitration and more.

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ProView Developments

Your ProView edition of this product now has a new, modified layout:

- The opening page is now the title page of the book as you would see in the print work
- As with the print product, the front matter is in a different order than previously displayed
- The Table of Cases and Index are now in PDF with no searching and linking
- The Table of Contents now has internal links to every chapter and section of the book within ProView
- Images are generally greyscale and size is now adjustable
- Footnote text only appears in ProView-generated PDFs of entire sections and pages