

Human Resources Suite

Now Available on Cheetah™

Wolters Kluwer Legal & Regulatory US provides current, accurate, and authoritative references and professional tools with analysis and insight into virtually every aspect of human resources law and compliance. **Cheetah™ Human Resources** gives you access to practical guidance and professional references on everything from EEOC policy, to countering sexual harassment, to wage and hour issues. You can make the correct choices, maintain compliance, establish effective training policies, and provide reliable guidance using:

- **Expert analysis and authoritative content**—HR professionals, policy makers, and other respected practitioners deliver exclusive insights and reliable guidance on every topic likely to arise in the HR arena.
- **Practice tools**—Up-to-date PowerPoint training presentations, job description and performance review tools, answer books organized in Q&A format, and extensive compliance resources assist HR professionals, and those who advise HR professionals, carry out day-to-day duties *and* address less common topics.
- **Current awareness**—Daily Document Updates, newsletters, and customizable trackers keep HR professionals and related practitioners completely current on all key developments via email.

LISTING OF RESOURCES AVAILABLE

- Complete Guide to Human Resources and the Law
- Daily Document Update: HR Compliance Library
- Daily Document Update: State Employment Law
- EEOC Policy Guidance
- Employment Law Answer Book
- Employment Practices Federal Laws
- Employment Practices Federal Regulations
- Family and Medical Leave Guide
- FMLA-ADA Leave Advisor
- HR Compliance Library
- HR Compliance Library What's New
- HR Ideas and Trends Newsletter
- HR Tracker
- HR Training Tools in PowerPoint
- Immigration Law in the Workplace
- Issues and Answers
- Job Descriptions and Performance Reviews by HRTMS
- Labor Relations Federal Laws
- Labor Relations Federal Regulations
- Law, Explanation and Analysis of the Affordable Care Act
- Master Health Reform Guide
- PayScale Salary Calculator
- Practical Guide to Employment Law
- Sexual Harassment: A Guide to a Harassment-Free Workplace
- State and Federal Employment Law Compare
- State by State Guide to Human Resources Law
- State Employment Law Newsletter
- State Law Summaries
- VISA Requirements and Withholding Compare
- Wages-Hours Federal Laws
- Wages-Hours Federal Regulations
- White-Collar Exemption Advisor

Complete Guide to Human Resources and the Law

Fast, dependable, plain-English legal guidance for HR-related situations, along with up-to-date practical tips and checklists.

Daily Document Update: HR Compliance Library

Selected coverage of recent and relevant news, trends and legislation affecting HR practices and management. Coverage spans the past 90 days and ensures that subscribers receive updates on pivotal developments on a timely basis.

Daily Document Update: State Employment Law

Selected coverage of important state labor and employment law developments spanning the past 90 days. The Daily Updates feature ensures that subscribers receive updates on pivotal developments on a timely basis.

EEOC Policy Guidance

The EEOC's current guidance on specific discrimination issues, reproduced in their entirety, serve primarily as a reference source interpreting the laws administered and enforced by the agency.

Employment Law Answer Book

Clear, concise answers to over 1,000 key questions in employment law.

Employment Practices Federal Laws

Complete coverage of federal laws prohibiting employment discrimination, including Executive Orders, administrative plans, and the whistleblower provisions of the Sarbanes-Oxley Act.

Employment Practices Federal Regulations

Complete coverage of federal regulations impacting prohibitions on employment discrimination, including interagency agreements and EEOC interpretations.

Family and Medical Leave Guide

This concise guide answers those complex issues that arise as leave is being administered day by day. This publication provides an easy-to-understand, concise explanation of the FMLA, including which situations it covers, how it relates to other workplace laws, and how organizations can comply.

FMLA-ADA Leave Advisor

Electronic tool provides guidance through the maze of federal leave law in order to properly advise on and administer requests for leave under the FMLA.

HR Compliance Library

Comprehensive resource addresses complex HR compliance issues with practical, answer-oriented information, covering benefits, compensation, discrimination and retaliation, employee relations, HR management, and more.

HR Compliance Library What's New

For busy HR professionals who want ready access to what is new and what has changed in the Human Resources Compliance Library, this newsletter details all new additions with each issue.

HR Ideas and Trends Newsletter

Monthly newsletter offers in-depth discussions of critical topics with an emphasis on practical guidance from HR policy makers and experts as well as case studies, industry surveys, and practice tips.

HR Tracker

A customizable daily email news service where users select the type of news to receive in their in-box each day.

HR Training Tools in PowerPoint

Updated regularly, these instantly downloadable and fully customizable training presentations cover key HR topics including ADA compliance, interviewing and hiring, sexual harassment, termination, workplace substance abuse, and more.

Immigration Law in the Workplace

Covers everything U.S. companies deal with - and will deal with - on a daily basis in regard to foreign workers. Describes the current steps and helps you set up a framework so you're not exposing your company to federal investigation, federal prosecution, and felony charges. Fully covers: I-9 audits, and how to prepare for them; enforcement; sanctions; e-verification; IMAGE; Social Security no-match letters; tax issues for foreign employees; safe harbor rules; and coming changes brought on by the Supreme Court's *Flores-Figueroa* decision.

Issues and Answers

Issues and Answers allows HR professionals to apply their knowledge of employment law to a variety of practical scenarios. Review the issues posed and consider whether staff throughout your organization is prepared to handle similar situations. Emerging issues and best practices are explored.

Job Descriptions and Performance Reviews by HRTMS

- Performance Reviews by HRTMS helps you implement a year-round easy to use performance management process and documentation
- Job Descriptions by HRTMS assists you in creating legally compliant job descriptions quickly and easily

Labor Relations Federal Laws

Comprehensive resource providing full-text laws on the topic of labor-management relations, including Executive Orders.

Labor Relations Federal Regulations

Comprehensive resource providing full-text regulations impacting labor-management relations, including regulations issued under the Labor-Management Reporting and Disclosure Act.

Law, Explanation and Analysis of the Affordable Care Act

Current coverage of every provision in the Affordable Care Act with exclusive, expert explanations and analysis, so practitioners can be certain they're providing proper guidance.

Master Health Reform Guide

This concise yet authoritative guide highlights everything employers need to know about health reform, explaining complex concepts in plain English and clarifying even the most complicated requirements.

PayScale Salary Calculator

Web-based compensation analysis tool, offered by PayScale, facilitates market pricing of specific jobs and people. Real-time salary data can be viewed by company size, industry, and location.

Practical Guide to Employment Law

A comprehensive manual for HR managers, legal counsel, and labor and employment attorneys, covering federal employment laws in plain English.

Sexual Harassment: A Guide to a Harassment-Free Workplace

This concise guide can have an immediate and significantly positive impact on the ways in which your organization manages the issue of sexual harassment. Each chapter of this resource describes how to handle—and preempt—the possibility of sexual harassment in your organization.

State and Federal Employment Law Compare

Innovative tool helps to quickly compare multiple state employment laws in an easy-to-read chart with summaries and full text of state and federal employment laws, regulations, executive orders, and case law.

State by State Guide to Human Resources Law

Time-saving, instant access to each state's laws on the expanding number of human resource-related issues and concerns facing business executives and their advisors.

State Employment Law Newsletter

Part of the current awareness component of the State Employment Law Library service. The State Law Summaries Newsletter delivers ready access to what is new and what has changed in enacted state legislation over the month.

State Law Summaries

The only state employment law resource of its kind, allowing users to easily search in plain language, across multiple jurisdictions and with answers organized by state or by topic.

VISA Requirements and Withholding Compare

Provides up-to-date state and federal rules on the applicable law, definitions, eligibility, employment limitations, FICA requirements, income tax withholding and unemployment insurance requirements for the 48 different types of visas.

Wages-Hours Federal Laws

A single-source tool that enables users to navigate through the Fair Labor Standards Act and related laws.

Wages-Hours Federal Regulations

A single-source tool that enables users to navigate through the Fair Labor Standards Act and related regulations.

White-Collar Exemption Advisor

This tool takes you through a step-by-step analysis to determine whether an employee is exempt or nonexempt from overtime pay requirements and will generate a detailed analysis for your records.

HR SMARTTASK SUITE

Developed by employment and human resource law experts, "SmartTasks" provide step-by-step practical guidance on how to properly handle these critical issues in the workplace:

Defending a DOL or ICE Worker Visa Audit

Designed to guide the user in defending a foreign worker visa audit, and the steps to take when defending the different types of audits. It also discusses the issues likely to emerge during each audit and best practices in maintaining supporting documentation. Plus, it explains what to do in the event of an I-9 form audit from either the DOL or an office of the Department of Homeland Security, Immigration and Customs Enforcement (ICE).

Disciplining Employees for Social Media Use

Designed to assist in determining whether an employee may be disciplined or terminated for objectionable content posted via a social media site.

Navigating the Foreign Worker Visa Application Process

Designed to assist in evaluating criteria when a U.S. company seeks to have a foreign employee or a foreign new hire work in the U.S. It may also be used when a foreign national has particular qualifications, skills or wealth and seeks to immigrate to the U.S.

Responding to a Sexual Harassment Complaint

Guides you through the steps required for a legally sufficient and compliant investigation. The best policy is to investigate all complaints and appearances of workplace sexual harassment and to make a determination based purely on the facts.

Responding to a Whistleblower Complaint

Designed to provide respondents with a fundamental understanding of how best to respond to a whistleblower complaint.

Responding to an EEOC Charge

Designed to provide employers with a fundamental understanding of how best to respond to a charge of discrimination.

Structuring an Independent Contractor Relationship

Designed to help the user successfully structure an independent contractor relationship and avoid IRS challenges to worker classification.

Terminating an Employee During FMLA Leave

Designed to assist in preparing to make determinations to end the employment of an individual who is on leave, or preparing to go on leave under the Family and Medical Leave Act at the time of the proposed separation.