

LCW WORKBOOK ORDER FORM

	QTY	EACH	TOTAL
SUPERVISION AND MANAGEMENT			
12 Steps to Avoiding Liability		\$50	
Best Practices in Personnel Management (Includes Supervisory Skills for the First Line Supervisor, Managing the Marginal Employee, and Absenteeism)		\$75	
Management Rights and Handling Grievances		\$75	
EVALUATION AND DISCIPLINE			
Evaluation and Discipline		\$75	
Finding the Facts: Disciplinary/Harassment Investigations		\$55	
DISCRIMINATION AND RETALIATION			
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Finding the Facts: Disciplinary/Harassment Investigations		\$55	
Preventing Workplace Harassment, Discrimination and Retaliation		\$75	
EMPLOYEE RELATIONS			
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Labor Code 101 for Public Agencies		\$50	
Leave Rights for California Employees		\$75	

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Sample Employer-Employee Relations Resolution		\$25	
PRIVACY			
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DISABILITY AND OCCUPATIONAL SAFETY			
The Disability Interactive Process		\$50	
Managing Employee Injuries, Disability and Occupational Safety		\$75	
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CONTRACTS AND FACILITIES			
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THE FAIR LABOR STANDARDS ACT: A PUBLIC SECTOR COMPLIANCE GUIDE		\$95	

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For further information, please call the LCW
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