

ULTIMATE HR MANUAL – WESTERN EDITION

2011 ENHANCEMENTS

The *Ultimate HR Manual – Western Edition* gives you practical advice and solutions to help you deal with the HR and employment issues you face every day. It's loaded with time-saving tools like sample letters, guides, checklists and sample forms and policies. Developed by CCH and endorsed by the Human Resources Institute of Alberta (HRIA), this service is always up-to-date and very user-friendly.

We recently surveyed a random selection of subscribers in an effort to identify and prioritize potential enhancements to the *Ultimate HR Manual – Western Edition*. Some of the enhancements planned for the last quarter of 2010 and first quarter of 2011 are:

- ***HR Answers Now (NEW!)*** – Access to three e-books in pdf format that cover those basic HR questions that continually arise at work, presented in a Q & A structure. They include:
 - a) Employee Relations, Employee Developments, and Staffing
 - b) Employment and Labour Law
 - c) Pensions, Benefits, and Payroll Processing
- ***Creating an Employee Handbook (NEW!)*** - This section will be a guide to creating a Handbook which will include:
 - the purpose of the Handbook
 - what policies should be included
 - sample language to use
 - samples of policy statements
 - and more.
- ***Enhancements to existing sections***, including updates and upgrades to older topics:
 - *Employment Standards & Human Rights* – Case summaries are being substantially updated and expanded throughout this section to add depth to the legislative commentary. This will help subscribers see how the law under this subject area is being interpreted.
 - *Strategic HR & Organizational Effectiveness*, and *Staffing* – Older topics are being reviewed and upgraded, starting with “HR Management Systems”, “Corporate Social Responsibility”, and “Relocation”.
 - *Health and Safety* – All topics in this section are being updated.

To get the *Ultimate HR Manual – Western Edition* working for you, visit www.cch.ca/hria or call your CCH Account Manager at 1-866-850-7467.

Or, you can place your reservation now by printing off this **30-DAY NO-RISK RESERVATION FORM** and fax it to 416-224-0670.