

TABLE OF TOPICS

Note: The main topics appearing in **boldface type** are contained in both the original print and CD volumes of The Employee Problem Solver. The main topics shown in normal type are found only on the CD. All topics are cross-referenced with related topics, which are listed in *italics*. For your convenience, checkboxes have been added so you can print this file and mark the boxes next to the extra modules that you print from the CD and insert into your three-ring binder.

Absenteeism

Stress
Work Hours

Abusive Discharge

Discipline
Pretext
Termination

Accent Discrimination

National Origin

Accidents

Emergencies
Safety
Workers' Compensation

Age Discrimination

Hiring
Reductions-In-Force
Termination

AIDS

Americans with Disabilities Act
Benefits

Alcohol

Absenteeism
Americans with Disabilities Act
Discipline
Drugs
Family and Medical Leave Act
Handicaps/Disabilities
Perceived Disabilities

Alternative Dispute Resolution

Grievances

Americans with Disabilities Act

Contingent Workforce
Handicaps/Disabilities
Hiring
Perceived Disabilities
Workplace Accommodation

Appearance

Dress Codes
Lifestyles

Application Forms

Hiring

Arrests

Drugs
Off-Duty Conduct

At-Will Status

Disclaimers
Handbooks
Hiring
Termination

Background Checks

Arrests
Criminal Activities
Hiring
Negligent Hiring
References

Back Injuries

Americans with Disabilities Act
Family and Medical Leave Act
Handicaps/Disabilities
Fitness For Duty
Workers' Compensation

Benefits

Retiree Benefits
Waivers/Releases

Bereavement Leave
Family and Medical Leave Act
Leaves of Absence

Blogs
Electronic Communications
Electronic Security

Breaks
Work Hours
Workplace Accommodation

Bullies
Confrontations
Fighting
Hostile Environment
Obscene Language
Personality Problems
Teasing
Unacceptable Behavior

Certification
Fitness For Duty
Record-Keeping
Workplace Accommodation

Child Labor
Compensation
Pay Practices
Wage & Hour

Cleanliness
Facilities
Work Environment

COBRA
Benefits

Compensation
Benefits
Equal Pay
Pay Practices
Overtime
Wage & Hour

Confidentiality
Non-Compete Agreements
Privacy

Confrontations
Insubordination
Personality Problems
Workplace Accommodation
Workplace Violence

Constructive Discharge
Age Discrimination
Retaliation
Stress

Contingent Workforce
Americans with Disabilities Act
Contract Language
Pay Practices
Wage & Hour

Contract Language
Contingent Workforce
Handbooks
Non-Compete Agreements

Criminal Activities
Arrests

Customer Preferences
Work Environment

Customer Service
Customer Preferences

Dating
Investigations
Lifestyles
Off-Duty Conduct
Sexual Harassment

Defamation
Abusive Discharge
Investigations
Privacy

- Demotions
 - Discipline*
 - Job Status Changes*
 - Transfers*
- Discipline**
 - Abusive Discharge*
 - Disparate Treatment*
 - Grievances*
 - Termination*
 - Unacceptable Behavior*
- Disclaimers**
 - Contract Language*
 - Handbooks*
- Dishonesty
 - Application Forms*
 - Hiring*
 - Theft*
- Disparate Treatment
 - Discipline*
 - Performance Appraisal —*
 - Discrimination*
- Diversity
 - Age Discrimination*
 - Americans with Disabilities Act*
 - National Origin*
 - Race*
 - Religion*
 - Reverse Discrimination*
 - Sex Discrimination*
 - Sexual Orientation*
- Downsizing
 - Age Discrimination*
 - Reductions-In-Force*
 - Termination*
- Dress Codes**
 - Appearance*
 - Discipline*
 - Termination*
- Drugs**
 - Arrests*
 - Grievances*
- Medical*
- Off-Duty Conduct*
- Electronic Communications**
 - Humor*
 - Privacy*
 - Telecommuting*
 - Termination*
- Electronic Security
 - Electronic Communications*
- Emergencies
 - Medical*
 - Safety*
 - Workplace Violence*
- Employee Assistance Programs
 - Benefits*
 - Drugs*
 - Privacy*
- Employee Criticism
 - Grievances*
- Employee Testing
 - Drugs*
 - Fitness For Duty*
 - Hiring*
 - Medical*
 - Privacy*
- Employee Wellness
 - Back Injuries*
 - Smoking*
 - Stress*
- Equal Pay
 - Compensation*
 - Pay Practices*
 - Wage & Hour*
- Ethics
 - Dishonesty*
 - Off-Duty Conduct*
 - Whistleblowing*
- Ethnic Errors
 - Accent Discrimination*
 - National Origin*

- Exit Interviews
 - Consolidated Omnibus Budget Reconciliation Act*
 - Resignation*
 - Termination*
 - Voluntary Termination*
- Facilities
 - Disparate Treatment*
 - Privacy*
- Family and Medical Leave Act**
 - Certification*
 - Family Status*
 - Leaves Of Absence*
 - Medical*
- Family Status
 - Family and Medical Leave Act*
 - Hiring*
 - Nepotism*
- Fatigue
 - Americans with Disabilities Act*
 - Family and Medical Leave Act*
 - Workers' Compensation*
- Fighting**
 - Americans with Disabilities Act*
 - Personality Problems*
 - Workplace Violence*
- Fitness For Duty
 - Americans with Disabilities Act*
 - Employee Testing*
 - Medical*
- Gambling
 - Discipline*
- Grievances**
 - Alternative Dispute Resolution*
 - Handbooks*
- Handbooks**
 - Alternative Dispute Resolution*
 - Contract Language*
 - Disclaimers*
 - Probation*
- Handicaps/Disabilities**
 - Americans with Disabilities Act*
 - Medical*
 - Perceived Disabilities*
 - Workplace Accommodation*
- Hiring**
 - Application Forms*
 - Contract Language*
 - Employee Testing*
 - Interviewing*
 - Negligent Hiring*
 - Personnel Files*
 - Reverse Discrimination*
- Holidays
 - Certification*
 - Ethics*
 - Religion*
 - Sexual Harassment*
 - Social Activities*
- Hostile Environment**
 - Other Harassment — General*
 - Other Harassment — Race*
 - Same-Sex Harassment*
 - Sexual Harassment*
- Humor
 - Electronic Communications*
 - Liability*
 - Sexual Harassment*
 - Teasing*
 - Unacceptable Behavior*
- Identity Theft
 - Confidentiality*
 - Privacy*
- Immigration Reform and Control Act**
 - Ethnic Errors*
 - National Origin*
- Inclement Weather
 - Workers' Compensation*
- Insubordination**
 - Confrontations*
 - Discipline*

- Overtime
- Unacceptable Behavior
- Interactive Process
 - Americans with Disabilities Act
 - Handicaps/Disabilities
 - Workplace Accommodation
- Interviewing**
 - Hiring
 - Stereotyping
- Investigations**
 - Discipline
 - Privacy
 - Search & Seizure
- Job Status Changes
 - AIDS
 - Disparate Treatment
 - Promotions
 - Retaliation
 - Transfers
- Jury Duty**
 - Leaves Of Absence
 - Pay Practices
- Leaves Of Absence**
 - Americans with Disabilities Act
 - Family and Medical Leave Act
 - Job Status Changes
- Liability
 - Listening
 - Personality Problems
 - Termination
 - Voluntary Termination
- Lifestyles
 - Americans with Disabilities Act
 - Off-Duty Conduct
 - Sexual Harassment
 - Sexual Orientation
- Light Duty
 - Americans with Disabilities Act
 - Certification
 - Fitness For Duty
 - Handicaps/Disabilities
- Medical
- Workplace Accommodation
- Listening
 - Grievances
 - Personality Problems
 - Rumors
- Loyalty
 - Investigations
 - Termination
- Medical**
 - Americans with Disabilities Act
 - Application Forms
 - Employee Testing
 - Handicaps/Disabilities
 - Workers' Compensation
- Meetings
 - Confrontations
 - Discipline
 - Liability
 - Listening
- Military Service
 - Leaves Of Absence
- Moonlighting
 - Family and Medical Leave Act
 - Insubordination
 - Leaves Of Absence
 - Loyalty
 - Off-Duty Conduct
- Motivation
 - Negativity
 - Social Activities
- National Origin
 - Accent Discrimination
 - Ethnic Errors
- Negativity
 - Confrontations
 - Employee Criticism
 - Personality Problems
 - Rumors
 - Unacceptable Behavior

- Negligent Hiring**
 - Hiring*
 - Workplace Violence*
- Nepotism
 - Family Status*
- Non-Compete Agreements
 - Confidentiality*
 - Contract Language*
 - Personnel Files*
- Obscene Language
 - Confrontations*
 - Hostile Environment*
 - Personality Problems*
 - Stress*
 - Unacceptable Behavior*
- Off-Duty Conduct
 - Dating*
 - Lifestyles*
 - Moonlighting*
- Other Harassment — General**
 - Hostile Environment*
 - Other Harassment — Race*
 - Sex-Based Stereotypes*
 - Sexual Harassment*
 - Stereotyping*
- Other Harassment — Race
 - Hostile Environment*
 - Other Harassment — General*
 - Sex-Based Stereotypes*
 - Sexual Harassment*
- Overtime**
 - Compensation*
 - Pay Practices*
 - Wage & Hour*
- Pay Practices
 - Compensation*
 - Equal Pay*
 - Overtime*
 - Promotions*
 - Wage & Hour*
- Perceived Disabilities
 - Americans with Disabilities Act*
 - Fitness For Duty*
 - Handicaps/Disabilities*
- Performance Appraisal — Discrimination**
 - Performance Appraisal — Documentation*
 - Performance Appraisal — System*
- Performance Appraisal — Documentation**
 - Performance Appraisal — Discrimination*
 - Performance Appraisal — System*
 - Personnel Files*
 - Record-Keeping*
- Performance Appraisal — System
 - Performance Appraisal — Discrimination*
 - Performance Appraisal — Documentation*
- Personality Problems
 - Hostile Environment*
 - Insubordination*
 - Obscene Language*
 - Teasing*
 - Unacceptable Behavior*
- Personnel Files**
 - Privacy*
 - Record-Keeping*
 - Waivers/Releases*
- Phone Use
 - Electronic Communications*
- Posting
 - Family and Medical Leave Act*
 - Other Harassment — Race*
 - Sexual Harassment*
 - Unfair Labor Practices*
- Pregnancy**
 - Family and Medical Leave Act*
 - Family Status*
- Presenteeism
 - Absenteeism*

- Pretext
 - Disparate Treatment*
 - Retaliation*
- Privacy
 - Confidentiality*
 - Electronic Communications*
 - Off-Duty Conduct*
 - Personnel Files*
- Probation
 - Hiring*
 - Retaliation*
- Promises
 - Contract Language*
 - Handbooks*
 - Hiring*
 - Job Status Changes*
- Promotions**
 - Age Discrimination*
 - Job Status Changes*
 - Race*
- Psychiatric Disabilities
 - Americans with Disabilities Act*
 - Fighting*
 - Handicaps/Disabilities*
 - Personality Problems*
 - Unacceptable Behavior*
 - Workplace Accommodation*
- Race**
 - Hostile Environment*
 - Other Harassment — Race*
- Record-Keeping**
 - Liability*
 - Personnel Files*
- Reductions-In-Force**
 - Age Discrimination*
 - Performance Appraisal — Discrimination*
 - Termination*
- References
 - Hiring*
- Religion**
 - Dress Codes*
 - Other Harassment — General*
 - Workplace Accommodation*
- Resignations
 - Constructive Discharge*
 - Equal Pay*
 - Hostile Environment*
 - Retaliation*
 - Stress*
 - Voluntary Termination*
- Retaliation
 - Constructive Discharge*
 - Discipline*
 - Disparate Treatment*
 - Hostile Environment*
 - Performance Appraisal — Discrimination*
- Retention
 - Compensation*
 - Hiring*
 - Motivation*
- Retiree Benefits
 - Benefits*
- Retirement
 - Age Discrimination*
 - Benefits*
 - Retiree Benefits*
- Reverse Discrimination**
 - Age Discrimination*
 - Humor*
 - Race*
- Rumors
 - Defamation*
 - Hostile Environment*
 - Sexual Harassment*
- Safety
 - Emergencies*
 - Whistleblowing*
- Same-Sex Harassment
 - Hostile Environment*

TABLE OF TOPICS

- Lifestyles*
 - Sexual Orientation*
- Search & Seizure
 - Electronic Communications*
 - Privacy*
- Sex-Based Stereotypes
 - Disparate Treatment*
 - Lifestyles*
 - Sexual Orientation*
 - Stereotyping*
- Sex Discrimination
 - Equal Pay*
 - Pregnancy*
 - Sex-Based Stereotypes*
 - Sexual Harassment*
- Sexual Harassment**
 - Hostile Environment*
 - Other Harassment — General*
 - Same-Sex Harassment*
- Sexual Orientation**
 - Lifestyles*
 - Same-Sex Harassment*
 - Sex-Based Stereotypes*
 - Sexual Harassment*
- Shifts
 - Work Hours*
 - Workplace Accommodation*
- Smoking**
 - Americans with Disabilities Act*
 - Safety*
 - Workplace Accommodation*
- Social Activities
 - Alcohol*
 - Workers' Compensation*
- Stealing
 - Investigations*
 - Privacy*
 - Theft*
- Stereotyping
 - Perceived Disabilities*
- Reductions-In-Force*
 - Sex-Based Stereotypes*
- Stress
 - Abusive Discharge*
 - Confrontations*
 - Hostile Environment*
 - Retaliation*
 - Teasing*
- Teams
 - Meetings*
 - Motivation*
 - Negativity*
 - Telecommuting*
- Teasing
 - Confrontations*
 - Humor*
 - Personality Problems*
 - Stress*
- Telecommuting
 - Electronic Communications*
- Termination**
 - Handbooks*
 - Reductions-In-Force*
 - Voluntary Termination*
- Theft
 - Arrests*
 - Employee Testing*
 - Privacy*
 - Stealing*
- Time Wasters
 - Meetings*
 - Negativity*
 - Phone Use*
- Training
 - Liability*
 - Pay Practices*
- Transfers
 - Disparate Treatment*
 - Job Status Changes*

- Travel
 - Americans with Disabilities Act*
 - Telecommuting*
- Unacceptable Behavior
 - Confrontations*
 - Discipline*
 - Termination*
 - Verbal Foul-Ups*
- Unemployment Insurance
 - Termination*
- Unfair Labor Practices
 - Disparate Treatment*
 - Retaliation*
- Uniforms
 - Dress Codes*
 - Overtime*
- Vacations
 - Absenteeism*
 - Family and Medical Leave Act*
 - Leaves Of Absence*
- Vehicles
 - Travel*
 - Workers' Compensation*
- Verbal Foul-Ups
 - Confrontations*
 - Hostile Environment*
 - Obscene Language*
 - Unacceptable Behavior*
- Voluntary Termination
 - Constructive Discharge*
 - Resignations*
 - Retaliation*
 - Termination*
- Wage & Hour
 - Compensation*
 - Equal Pay*
 - Overtime*
 - Pay Practices*
- Waivers/Releases**
 - Contract Language*
 - Retiree Benefits*
- WARN
 - Downsizing*
 - Reductions-In-Force*
 - Termination*
- Whistleblowing
 - Grievances*
 - Retaliation*
 - Safety*
 - Termination*
- Wired Workers
 - Blog*
 - Electronic Communications*
 - Electronic Security*
 - Phone Use*
- Work Environment
 - Facilities*
 - Safety*
 - Smoking*
- Work Hours
 - Overtime*
 - Pay Practices*
 - Shifts*
 - Telecommuting*
 - Wage & Hour*
- Workers' Compensation
 - Dishonesty*
 - Fitness For Duty*
 - Medical*
 - Retaliation*
 - Safety*
- Workplace Accommodation
 - Americans with Disabilities Act*
 - Family and Medical Leave Act*
 - Handicaps/Disabilities*
 - Leaves Of Absence*
 - Medical*
 - Religion*

☒ **Workplace Violence**

Hiring

Liability

Negligent Hiring

Safety