

## Publisher's Note

2018 — Release 4

Previous release was 2018-3

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# BEST PRACTICES: EMPLOYMENT POLICIES THAT WORK

December / 2018

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Dear Subscriber,

We are pleased to enclose release 2018-4 for *Best Practices: Employment Policies That Work*.

Please note the following changes included in this release:

- In **Chapter 12, Termination**, there are considerable updates to the entire chapter.

**Note:** The example policies on your *Best Practices: Employment Policies That Work* CD-ROM are published only in Microsoft Word 97 format.

*Best Practices: Employment Policies That Work* covers key HR topics such as performance management, employee retention, training and development, termination, and recruitment and selection. As with every release, we have included a new updated *Best Practices: Employment Policies That Work* CD-ROM. Your CD-ROM offers you the most current inventory of

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employment policies published to date in *Best Practices: Employment Policies That Work*. All example policies are published in Microsoft Word 97 format.

To install the policies on a Microsoft Windows computer, open the CD-ROM via “My Computer” and double-click “setup.exe”. The installer will place a shortcut to the *EPTW* Table of Contents on your Desktop. Users with other operating systems may access the files directly by navigating to the “Carswell” folder on the CD-ROM.

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