

Making Everything Easier!™

3rd Edition

# Human Resources Kit

FOR  
**DUMMIES**®

## Learn to:

- Set up and implement successful HR practices
- Increase the efficiency and effectiveness of your HR function
- Navigate today's heavily regulated HR environment

**Max Messmer**

*Chairman and CEO, Robert Half International*



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# Human Resources Kit For Dummies For Dummies<sup>®</sup>, 3rd Edition

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OWBPA: Older Workers Benefit Protection

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AC-21: American Competitiveness in the

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ADA: Americans with Disabilities Act of

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COBRA: Consolidated Omnibus Budget

Reconciliation Act (1986)

The Equal Pay Act of 1963

FMLA: Family and Medical Leave Act

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FLSA: Fair Labor Standards Act (1938)

FUTA: Federal Unemployment Tax Act

(1939)

HIPAA: Health Insurance Portability and

Accountability Act (1996)

IRCA: Immigration Reform and Control Act of 1986

Pregnancy Discrimination Act of 1978

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***Human Resources Kit For Dummies  
For Dummies<sup>®</sup>, 3rd Edition***  
**by Max Messmer**



John Wiley & Sons, Inc.

**Human Resources Kit For Dummies<sup>®</sup>, 3rd Edition**

Published by  
**John Wiley & Sons, Inc.**  
111 River St.  
Hoboken, NJ 07030-5774

[www.wiley.com](http://www.wiley.com)

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Published by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

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Library of Congress Control Number: 2012949802

ISBN 978-1-118-42289-2 (pbk); ISBN 978-1-118-42292-2 (ebk); ISBN 978-1-118-42294-6 (ebk); ISBN 978-1-118-42295-3 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



## About the Author

**Harold M. “Max” Messmer, Jr.**, is chairman and CEO of Robert Half International, the world’s largest specialized staffing firm. He is one of the foremost experts on human resources and

employment issues. Messmer's entire business is built on the premise that any company's success is based on the extent to which attracting and keeping outstanding talent is a top priority.

In 2011, Messmer received the prestigious Staffing Innovator Award from Staffing Industry Analysts and was named the Bay Area's Most Admired CEO in the large public company category by the *San Francisco Business Times*. In 2010, Messmer was inducted by the San Francisco-based Bay Area Council into its Bay Area Business Hall of Fame.

For the past 26 years, Messmer has served as CEO of Robert Half. He also has served on the boards of numerous major corporations. His community involvement includes service on the University of California, San Francisco (UCSF) Medical Center Executive Council and the Eisenhower Medical Center Board of Directors. He also is a past member of the board of overseers of the Hoover Institution at Stanford University.

Messmer, who began his career as a law firm associate and then partner, was valedictorian of his graduating class at Loyola University and graduated cum laude from the New York University (NYU) School of Law. In 2000, he received the prestigious Alumni Achievement Award from NYU's Law Alumni Association.

A frequent author, Messmer's other books in the *For Dummies* series include *Job Hunting For Dummies*, 2nd Edition; *Managing Your Career For Dummies*; and *Motivating Employees For Dummies*. He also has written countless articles on job seeking, employment, and management topics and is the author of the popular column "Resumania," distributed by Scripps Howard News Service.

Founded in 1948, Robert Half is a recognized leader in professional consulting and staffing services and is the parent company of Protiviti, a global consulting and internal audit firm. The company's specialized staffing divisions include Accountemps, Robert Half Finance & Accounting, and Robert Half Management Resources, for temporary, full-time, and senior-level project professionals, respectively, in the fields of accounting and finance; OfficeTeam, for highly skilled temporary administrative support personnel; Robert Half Technology, for information technology professionals; Robert Half Legal, for legal personnel; and The Creative Group, for interactive, design, marketing, advertising, and public relations professionals.

Robert Half International (NYSE: RHI) is a member of Standard & Poor's widely tracked S&P 500 Index. The company consistently appears on *Fortune* magazine's "World's Most Admired Companies" list, ranking number one in the staffing industry in 2012 (March 19, 2012).

## **Dedication**

To my wife, Marcia, and my sons, Michael and Matthew, and their families, all of whom are my daily reminders that people are the most important source of inspiration — in life and in work.

## **Author's Acknowledgments**

In preparing this third edition of *Human Resources Kit For Dummies*, I relied on the advice and assistance of a number of talented individuals whose contributions made this book possible. I want to thank Jeff Wuorio, Allen Scott, and Robert

McCauley for their research and recommendations on the fast-changing world of human resources management. I also want to acknowledge the valuable insight of Reesa Staten, senior vice president of corporate communications at Robert Half, and Lynne Smith, director of talent management and staffing at Robert Half. I would be remiss if I didn't acknowledge those individuals who made the previous editions of *Human Resources Kit For Dummies* possible, most notably Joel Drucker, Barry Tarshis, and Lynn Taylor. In addition, I'm indebted to Stacy Kennedy, acquisitions editor at John Wiley & Sons, Inc., who saw the need to provide new insight on this important subject, and to the editors and reviewers whose efforts carried this third edition through to completion, Elizabeth Kuball and Debra Tenenbaum.

My sincere thanks also go to the highly respected law firm of Paul Hastings LLP, whose collaboration was essential to the whole project. Paul Hastings is a leading international law firm that serves many of the world's top financial institutions and Fortune Global 500 companies with 19 offices across Asia, Europe, and the United States. As legal issues continue to shape key HR practices, I believe our readers will benefit greatly from the insights provided by Kirby Wilcox, one of the firm's senior partners and a leading employment law expert, and Brit Seifert, an attorney with the firm's employment law department. I would also like to acknowledge with gratitude the law firm of O'Melveny & Myers, which was a valuable source of expert advice in the first two editions of this book.

A final acknowledgment goes to the founder of our company, the late Robert Half, who was a close friend. Bob established a corporate motto years ago: "Ethics First" — two words that continue to be the indispensable cornerstone of any successful business.

## **Publisher's Acknowledgments**



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Some of the people who helped bring this book to market include the following:

### **Acquisitions, Editorial, and Vertical Websites**

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*(Previous Editions: Kelly Ewing, Tim Gallan)*

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