[A] Aim of the Publication

As more and more companies invest overseas, the need for readily available, accurate, and detailed knowledge of labour and employment laws in multiple jurisdictions becomes an essential resource for employers and their counsel. Now, this one-of-a-kind new loose-leaf publication provides exactly such a tool. The Handbook promises to be the preeminent, indispensable source of information on labour and employment laws worldwide.

Each country chapter, written by a distinguished legal practitioner in that country, is based on a standard outline (see below) that allows users to compare the legal landscape and analyse solutions to employment problems in each jurisdiction.

For each category the chapter provides detailed coverage of applicable laws, with the addition of such practical features as checklists of do’s and don’ts; step-by-step compliance measures with mandatory standards and procedures and recordkeeping requirements; specific applicable fines and penalties; and much more. Thoroughly practical in orientation, the Handbook is easy to understand for lawyers and non-lawyers alike, and is sure to be greatly welcomed by business executives and human resources professionals as well as corporate counsel and business lawyers.

[B] Contact Details

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[C] Submission Guidelines

[1] A brief biographical note, including both the current affiliation as well as the e-mail address of the author(s), should be provided in the manuscript.

[2] Only manuscripts in English will be considered for publication. Manuscripts should be written in standard English, while using ‘ize’ and ‘ization’ instead of ‘ise’ and ‘isation’. Preferred reference source is the Oxford English Dictionary. However, in case of quotations the original spelling should be maintained. In case the complete manuscript is written by an American author, US spelling may also be used.

[3] Manuscripts will be returned to the author if the English is below standard. In case of doubt about the correct use of the English language, authors are advised to have their text checked by a native speaker before submitting it.

[4] Heading levels should be clearly indicated and should follow the standardized outline to allow for the full comparability of the contribution with other such contributions in the publication.

[5] Special attention should be paid to quotations, footnotes, and references. All citations and quotations must be verified before submission of the manuscript. The accuracy of the contribution is the responsibility of the author. The journal has adopted the Association of Legal Writing Directors (ALWD) legal citation style to ensure uniformity. Citations should not appear in the text but in the footnotes. Footnotes should be numbered consecutively, using the footnote...
function in Word so that if any footnotes are added or deleted the others are automatically renumbered.

[6] Tables should be self-explanatory and their content should not be repeated in the text. Do not tabulate unnecessarily. Tables should be numbered and should include concise titles.

[7] Figures should be submitted as separate files along with the manuscript, and it is very important that they are high quality: .tif or .jpg files with a resolution of at least 600 dpi. Image material that has been downloaded from the internet generally is not acceptable due to low resolution.

[8] Submitted manuscripts are understood to be final versions. They must not have been published or submitted for publication elsewhere.


For further information on style, see the House Style Guide.

[D] Update Cycle

We strive to update the content of this publication annually. We will inform the author well in advance of their deadline and send a reminder at least two times if the deadline is not met. Should we fail to hear from an author after several reminders, we will consider replacing the author.

[E] Peer Review

This publication is peer reviewed under the responsibility of the general editor.

[F] Copyright

[1] Publication of the manuscript is subject to authors signing a ‘Consent to Publish and Grant of Exclusive Licence’ form. By signing this Form, authors warrant and represent that their contribution does not contain infringing, libellous, obscene or other unlawful matter.

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[G] Outline

The outline should be followed very closely even if some headings are not applicable. In such a case please write a line or two of text explaining why such a topic is not applicable. Additional, country-specific heads are allowed—as long as they are unnumbered.
1. LEGAL FRAMEWORK: EMPLOYMENT LAWS

2. CONTRACTS OF EMPLOYMENT

2.1. Overview
2.2. Written Employment Contracts
2.3. Oral Contracts
2.4. Employee Handbooks
2.5. Job Descriptions
2.6. Offer Letters
2.7. Checklist of Do’s and Don’ts

3. RECRUITING, INTERVIEWING, SCREENING AND HIRING EMPLOYEES

3.1. Overview
3.2. Recruiting
3.3. Employment Applications
3.4. Pre-Employment Inquiries
3.5. Pre-Employment Tests and Examinations
3.6. Background, Reference, and Credit Checks
3.7. Interviewing
3.8. Hiring Procedures
3.9. Fines and Penalties
3.10. Checklist of Do’s and Don’ts

4. MANAGING PERFORMANCE/CONDUCT

4.1. Overview
4.2. Coaching and Counseling
4.3. Written Evaluations
4.4. Warnings and Suspensions
4.5. Checklist of Do’s and Don’ts

5. TERMINATION OF EMPLOYEES FOR PERFORMANCE OR DISCIPLINARY REASONS

5.1. Overview
5.2. Separation/Severance Pay
5.3. Fines and Penalties
5.4. Checklist of Do’s and Don’ts

6. LAYOFFS, REDUCTIONS IN FORCE, AND/OR REDUNDANCIES AS A RESULT OF JOB ELIMINATIONS OR OTHER RESTRUCTURING

6.1. Overview
6.2. Reductions in Force/Layoffs/Job Eliminations
6.3. Fines and Penalties
6.4. Checklist of Do’s and Don’ts

7. LABOUR AND EMPLOYMENT LAW RAMIFICATIONS UPON ACQUISITION OR SALE OF A BUSINESS
7. Overview
7.1. Overview
7.2. Acquisition of a Business
7.3. Acquisition Checklist
7.4. Sale of a Business
7.5. Sale Checklist

8. USE OF ALTERNATIVE WORKFORCES: INDEPENDENT CONTRACTORS, CONTRACT EMPLOYEES, AND TEMPORARY OR LEASED WORKERS
8.1. Overview
8.2. Independent Contractors
   a. Definition
   b. Creating the Relationship
   c. Compensation
   d. Other Terms and Conditions
8.3. Contract Workers
8.4. Leased Workers
8.5. Checklist of Do’s and Don’ts

9. OBLIGATION TO BARGAIN COLLECTIVELY WITH TRADE UNIONS: EMPLOYEES’ RIGHT TO STRIKE AND A COMPANY’S RIGHT TO CONTINUE BUSINESS OPERATIONS
9.1. Overview of Unions’ Right to Organize
9.2. Right of Employees to Join Unions
9.3. How Employees Select Unions
9.4. Pre-Election Campaigning
9.5. Unfair Labour Practices
9.6. Relocation of Work/ShUTDOWN of Business
9.7. Checklist of Do’s and Don’ts

10. WORKING CONDITIONS: HOURS OF WORK AND PAYMENT OF WAGES—BY STATUTE OR COLLECTIVE AGREEMENTS
10.1. Overview of Wage and Hours Laws
10.2. Minimum Wage
10.3. Overtime
10.4. Meal and Rest Periods
10.5. Deductions from Wages
10.6. Garnishment
10.7. Exemptions to Wage and Hour Laws
10.8. Child Labor
10.9. Recordkeeping Requirements
   a. Information That Must Be Maintained
   b. Records That Must Be Retained
   c. Failure to Maintain Required Records
10.10. Reductions in Compensation Caused by Economic Downturn
10.11. Checklist of Do’s and Don’ts
11. OTHER WORKING CONDITIONS AND BENEFITS—BY STATUTE, COLLECTIVE AGREEMENTS, OR COMPANY POLICY

11.1. Health and Other Insurance
11.2. Pension and Retirement Benefits
11.3. Vacation and Holiday Payments on Termination
11.4. Leaves of Absence
   a. Personal Leave
   b. Medical or Sick Leave
   c. Bereavement Leave
   d. Family Leave
   e. Pregnancy Leave
   f. Maternity Leave
   g. Injury at Work
11.5. Checklist of Do’s and Don’ts

12. WORKERS’ COMPENSATION

12.1. Overview
12.2. Checklist of Do’s and Don’ts

13. COMPANY’S OBLIGATION TO PROVIDE SAFE AND HEALTHY WORKPLACE

13.1. Overview of Safety and Environmental Laws and Regulations
13.2. Requirements
13.3. Rights of Employees
13.4. Rights of Employer
13.5. Specific Standards
13.6. Injury or Accident at Work
13.7. Workplace Violence
13.8. Fines and Penalties
13.9. Checklists of Do’s and Don’ts

14. IMMIGRATION, SECONDMENT AND FOREIGN ASSIGNMENT

14.1. Overview Laws Controlling Immigration
14.2. Recruiting, Screening and Hiring Process
14.3. Obligation of Employer to Enforce Immigration Laws
14.4. Fines and Penalties
14.5. Secondment/Foreign Assignment
14.6. Checklist of Do’s and Don’ts

15. RESTRICTIVE COVENANTS AND PROTECTION OF TRADE SECRETS AND CONFIDENTIAL INFORMATION

15.1. Overview
15.2. The Law of Trade Secrets
15.3. Restrictive Covenants and Non-Compete Agreements
15.4. Checklist of Do’s and Don’ts
16. PROTECTION OF WHISTLEBLOWING CLAIMS

16.1. Overview
16.2. Checklist of Do’s and Don’ts

17. PROHIBITION OF DISCRIMINATION IN THE WORKPLACE

17.1. Overview of Anti-Discrimination Laws
17.2. Age Discrimination
17.3. Race Discrimination
17.4. Sex Discrimination/Sexual Harassment
17.5. Handicap and Disability Discrimination
17.6. National Origin Discrimination
17.7. Religious Discrimination
17.8. Military Status Discrimination
17.9. Pregnancy Discrimination
17.10. Marital Status Discrimination
17.11. Sexual Orientation Discrimination
17.12. Retaliation
17.13. Constructive Discharge
17.14. Checklist of Do’s and Don’ts

18. SMOKING IN THE WORKPLACE

18.1. Overview
18.2. Checklist of Do’s and Don’ts

19. USE OF DRUGS AND ALCOHOL IN THE WORKPLACE

19.1. Overview
19.2. Checklist of Do’s and Don’ts

20. AIDS, HIV, SARS, BLOODBORNE PATHOGENS

20.1. Overview
20.2. Checklist of Do’s and Don’ts

21. DRESS AND GROOMING REQUIREMENTS

21.1. Overview
21.2. Checklist of Do’s and Don’ts

22. PRIVACY, TECHNOLOGY AND TRANSFER OF PERSONAL DATA

22.1. Privacy Rights of Employees
22.2. Checklist of Do’s and Don’ts
23. WORKPLACE INVESTIGATIONS FOR COMPLAINTS OF DISCRIMINATION, HARASSMENT, FRAUD, THEFT, AND WHISTLEBLOWING

23.1. Overview
23.2. Checklist of Do’s and Don’ts

24. AFFIRMATIVE ACTION/NONDISCRIMINATION REQUIREMENTS

24.1. Overview
24.2. Checklist of Do’s and Don’ts

25. RESOLUTION OF LABOR, DISCRIMINATION AND EMPLOYMENT DISPUTES: LITIGATION, ARBITRATION, MEDIATION AND CONCILIATION

25.1. Internal Dispute Resolution Process
25.2. Mediation and Conciliation
25.3. Arbitration
25.4. Litigation
25.5. Fines, Penalties and Damages
25.6. Checklist of Do’s and Don’ts

26. EMPLOYER RECORDKEEPING, DATA PROTECTION, AND EMPLOYEE ACCESS TO PERSONNEL FILES AND RECORDS

26.1. Overview
26.2. Personnel Files
26.3. Confidentiality Rules
26.4. Employee Access

27. REQUIRED NOTICES AND POSTINGS

27.1. Overview
27.2. Checklist of Do’s and Don’ts