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BOOKS RECEIVED

California Employers Guide to Employee Handbooks and Personnel Policy Manuals. Morrison & Foerster. New York, NY: Matthew Bender & Co., Inc. 1989. Pp. vi + 269. Loose-leaf. \$90.00.

California Employees Guide to Employee Handbooks and Personnel Policy Manuals is prepared to assist both employers and attorneys in the development of employee handbooks and personnel policies that are clear and in compliance with legal requirements.

The question of whether to use handbooks, policy manuals, or both is posed in the introduction and is followed by suggestions on using the guide. The remainder of the guide is presented in two sections. The first division covers employee handbooks while the second examines personnel policy manuals. Each of these sections covers topics usually found in the personnel field, such as equal employment opportunity, employment at will, wage and hour rules, benefit policies, discipline, AIDS, and other similar topics. For each area, the guide provides a model guideline that presents a basic policy and drafting guidelines that detail recommended provisions that should be included within the policy as well as optional provisions that might be desirable. This format is replicated for each topical area in the two divisions.

This guide is a comprehensive collection of suggested models to be used when preparing employee handbooks or personnel policy manuals. Each model herein can be used as is or modified to provide a customized policy for any organization. As such, it would be a valuable reference guide for both personnel and legal practitioners.

Labor and Employment Law: Compliance and Litigation. Fred-

erick T. Golder. Wilmette, IL: Collaghan & Co. 1986 plus current supplement. Pp. xxiii + 936. Compression Bound. \$90.00.

Labor and Employment Law: Compliance and Litigation is intended to serve as a concise guide to labor and equal employment opportunity law and to provide quick answers to employee relations problems. Following a chapter that explores common law rights, this book is divided into chapters that cover major labor law issues such as collective bargaining, grievances and arbitration, employment discrimination, wage and hour, occupational safety and health, employee benefits, and ERISA litigation.

Each chapter contains five sections: Introduction, Law and Remedies, Problems and Prevention, Litigation Practice, and Forms and Materials (where applicable). For example, the Law and Remedies section of the Wage and Hour chapter presents an overview of related legislation, definitions of a work week and an employer, record keeping laws, and a child labor discussion. The Problems and Prevention section of Employment Discrimination discusses discriminatory hiring practices, advertising, testing, promotion, compensation, discharges, and other areas of possible discrimination. The Litigation Practices section in ERISA Litigation is extensive, and reviews topics such as claims, jurisdiction, and strategies. The Forms and Materials section of Occupational Safety and Health includes samples of citations, notifications to employers, and similar illustrations.

This book is well organized, making it relatively easy to find desirable information, and it is kept current with an annual cumulative supplement. The chapters, which are clear summaries of the related law, should be considered as a starting point to general information for those needing an introduction to the covered topic.

Mediation: Law, Policy, Practice. By Nancy H. Rogers and Craig A. McEwen. Rochester, NY: Lawyers Co-Operative Publishing Co. 1989. Pp. xii + 849. Hard Cover. \$79.50.

Mediation Law, Policy, Practice provides a resource on tactical, legal, and ethical issues that arise when mediation is used in problem resolution. The book begins by reviewing some policy reasons supporting mediation and describing a typical mediation session. It points out that mediation is generally a non-binding process and is comparable to other procedures such as non-binding arbitration and mini-trials. The next section of the book reviews considerations in deciding to use mediation and how to get the process started.

Chapter eight is an extensive analysis of mediation and confidentiality. This chapter explores the impact of mediation on evi-

dence, privilege, discovery, and other similar issues. This is followed by a discussion of concerns that may arise where a non-lawyer mediator is required to provide some legal services, thereby engaging in the unauthorized practice of law. Further discussion focuses on mediation standards and quality control. The final two chapters focus on specific types of disputes and the trends in legal policy regarding mediation.

The bulk of the book, indeed seventy percent, is contained in four appendixes. The first appendix presents selected confidentiality legislation by jurisdiction. The second displays mediation legislation by topic and jurisdiction. Appendix C provides the text of selected legislation by state, and the final appendix reproduces the Code of Ethics for Mediators adopted by the American Bar Association.

Mediation Law, Policy, Practice is a good treatise describing how, why, and when to use mediation. It provides a useful overview of legal policy and concerns and, hence, will be a valuable resource as mediation and other alternatives to dispute resolution continue to gain popularity.

Primer on Employee Retirement Income Security Act, Third Edition. Barbara J. Coleman. Washington, D.C.: The Bureau of National Affairs. 1989. Pp. xi + 193. Soft Cover. \$23.00.

The Employee Retirement Income Security Act of 1974 (ERISA) regulates the establishment, operation, and administration of pension plans and welfare plans such as health insurance, life insurance, and disability insurance. *Primer on Employee Retirement Income Security Act, Third Edition* provides an overview of this law and summarizes the major provisions within it.

The book begins with a brief history of legislation that preceded ERISA, including revenue acts in 1921, 1926, and 1942, and the Welfare and Pension Plans Disclosure Act of 1958. The next chapter gives an overview of ERISA, including the major provisions covering basic requirements, jurisdiction and plan termination insurance. This chapter also provides a summary of legislation that has affected ERISA since its enactment.

Chapters two and three provide greater detail of these topics. For example, chapter two examines the operation of pension plans, including requirements on participation, vesting, survivor benefits and funding, and chapter three focuses on pension plan termination issues, such as the federal insurance program established by ERISA to protect employee pensions.

The final two chapters cover the operation of employee benefit plans and administrative and enforcement provision of ERISA. Ad-

ditionally, appendixes display related forms and a benefit plan reporting calendar, while a glossary of definitions includes many of the terms unique to employee pension and benefit plans.

ERISA is a complex law which is interwoven with the Internal Revenue Code. This book is a good introduction to the purpose of the Act, and its provisions, thereby making it valuable reading for those desiring an overview of the law.

Primer of Labor Relations, 24th Edition. By John J. Kenny and Linda G. Hahn. Washington, D.C.: The Bureau of National Affairs, Inc. 1989. Pp. x + 207. Soft Cover. \$23.00.

Primer of Labor Relations, 24th Edition offers a summary of each of the laws that impact labor relations. This book is concerned with the Wagner Act, as amended, but also includes the impact of recent laws and cases that deal with labor relations and employment laws.

This primer begins with an historical review of labor legislation, and then explains who is covered by the law, from both an employee and employer perspective. Thereafter an overview of the rights that employees have to organize and bargain collectively is presented. This chapter also explores unfair labor practices such as employer interference.

The primary goal of labor legislation is to protect employee rights in choosing a bargaining representative. The fourth chapter provides a description of the process of choosing a bargaining agent, from initial contacts to an election. Chapter five deals with the employers duty to bargain in good faith.

The next few sections of the book focus on the employee-employer relationship after a bargaining representative has been chosen. Hence, topics such as union-security clauses, strikes, picketing, boycotts, lockouts, and dispute resolution are discussed.

The primer also covers legislation that was enacted to regulate unions, thus protecting employers from some unfair labor practices. The text concludes with an explanation of the procedure used when a controversy arises, and includes a glossary of labor terms and a listing of cases that have been decided in the labor arena.

The *Primer of Labor Relations* is easily read and presents a succinct overview of labor relations and its history. This book is relevant for lawyers, employers, or students desiring an introduction to labor relations.

The Bureau of National Affairs also publishes primers on equal employment opportunity, wage and hour laws, and workers compensation.