

A Manager's Dilemma – Lost in the Acronyms

For each of the Acronyms listed, you have three minutes to write down the official name of the implied Human Resources term.

COBRA –

FMLA –

EEOC –

ADA –

SSDD

HIPPA –

ECPA –

FLSA –

OSHA –

FCRA –

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Sample At-Will Employment Statement

Your employment with [company name] is a voluntary one and is subject to termination by you or [company name] at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of [company name] employees.

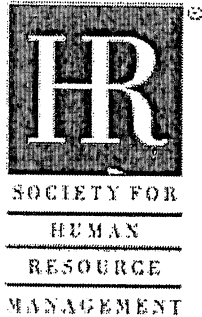
This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Directors, whichever is applicable.

These personnel policies are not intended to be a contract of employment or a legal document.

Employee's Signature

Employee's Printed Name

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Society for Human Resource Management

1800 Duke Street • Alexandria, Virginia 22314 USA

Phone US Only: (800) 283-SHRM

Phone International: +1 (703) 548-3440

TTY/TDD (703) 548-6999

Fax (703) 535-6490

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A Sexual Harassment Questionnaire

Directions: Read the following statements and circle either true or false.

1. Dating between two co-workers is an example of sexual harassment.

True False

2. Harassers can be supervisors, co-workers, subordinates or outsiders such as customers.

True False

3. The listener's interpretation, not the speaker's intent defines offensive.

True False

4. Offensive jokes are a form of harassment.

True False

5. A person who is promised a raise and promotion in exchange for sexual favors is a victim of sexual harassment.

True False

6. A man cannot be the victim of sexual harassment.

True False

7. People who can't take jokes about ethnic groups are just plain bad sports, not victims of sexual harassment.

True False

8. Managers/Supervisors can be disciplined up to and including termination for failure to react appropriately to potential harassment issues.

True False

9. An individual cannot be sued for sexual harassment, only the organization that they work for.

True False