



# A Practical Guide to Equal Employment Opportunity

*Walter B. Connolly Jr., Michael J. Connolly*

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A Practical Guide to Equal Employment Opportunity, a comprehensive two-volume set, is the only EEO compliance manual you'll ever need. Volume One analyzes discrimination on the basis of race, religion, national origin, sex, age and disabilities. It offers concrete suggestions regarding: hiring standards; seniority; promotions; transfers and discharges; equal pay and "comparable worth"; privacy; employer's liability for sexual harassment of employees; same-sex sexual harassment; employers' use of subjective criteria in promotion decisions; what constitutes a "serious health condition" under the Family and Medical Leave Act; affirmative action and reverse discrimination; labor union liability; recordkeeping requirements; and federal and state agency procedures. Volume Two features EEO compliance documents, including: model affirmative action plans; a sample EEO manual; EEO training programs; testing and selection procedures; and checklists for affirmative action and evaluation of federal contractors.

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