



# Lodging Industry Publications

The following publications discuss the laws, regulations, and practices which apply to the lodging and hospitality industries in California. These are the most comprehensive publications available to California innkeepers.

☐ **Laws Pertaining to the California Innkeeper** (Third Revised Edition – 2002)

*The newly updated, Third Edition of this essential, comprehensive guide to legalities related to operating a lodging establishment in California is an indispensable resource for all innkeepers. It covers in easy-to-understand language all of the legal considerations which impact the lodging industry.*

**Member Price \$189.95 / Non-Member Price \$299.95**

☐ **A California Innkeeper's Guide to Workplace Safety and OSHA Compliance**

*This newly revised, comprehensive publication, which will be published in late 2002, will focus exclusively on the lodging industry, and the topics covered will include "injury and illness prevention programs," ergonomics, blood borne pathogens, workplace violence, OSHA compliance requirements, and "what to do when the OSHA inspector arrives."*

**Please notify me when this publication is available.**

☐ **Innkeepers Guide for Dealing with the Energy Crisis** (2001)

*A comprehensive manual covering exactly what every innkeeper needs to know and do to cope with this situation. Provides a wealth of information addressing all of the many legal, practical and operational issues which innkeepers face.*

**Member Price \$49.95 / Non-Member Price \$99.95**

☐ **Wage & Hour Manual** (Tenth Edition - 2003)

*Provides a concise, practical guide to all wage and hour issues and an explanation of some of the common pitfalls that can cause substantial or recurring liability for employers. Available from Castle Publications.*

**Member Price \$69.95 / Non-Member Price \$89.95**

☐ **Employee Handbook and Personnel Policies Manual** (Eighth Edition - 2002)

*A guide to developing personnel policies providing you with useful information on preparing your own employee handbook. Available from Castle Publications.*

**Member Price \$69.95 / Non-Member Price \$89.95**

☐ **Employment Discrimination and EEO Practice Manual** (Seventh Edition - 2002)

*Identifies and discusses many areas within the vast body of civil rights and handicapped laws that have caused employers liability in the past. Available from Castle Publications.*

**Member Price \$69.95 / Non-Member Price \$89.95**

☐ **Wrongful Discharge, Staff Reduction and Employment Practices Manual** (Third Edition - 2001)

*A comprehensive, practical guide to all of the troublesome aspects of wrongful discharge claims and many other employment issues. Topics include "at will" employment, negligent hiring and retention, how to administer disciplinary actions, performance evaluations and lay-offs. Available from Castle Publications.*

**Member Price \$69.95 / Non-Member Price \$89.95**

☐ **Employer's Guide to the Americans with Disabilities Act** (Third Edition - 1992)

*This 60-page manual provides concise, practical information for employers regarding Title I of the ADA, and it answers your questions on this topic. It also addresses the interrelationship of the ADA with other federal and state disability discrimination laws. Available from Castle Publications.*

**Member Price \$39.95 / Non-Member Price \$49.95**

☐ **Family and Medical Leave Manual for California Employers** (Seventh Edition – 2003)

*This publication guides employers through the complicated web of rules created by the federal Family and Medical Leave Act of 1993. It examines the key features of the state and federal laws as well as providing sample forms and checklists. Available from Castle Publications.*

**Member Price \$39.95 / Non-Member Price \$49.95**

☐ **CH&LA Training Library Resource Catalog**

*CH&LA has developed and maintains a Training Library for the benefit of educating CH&LA members. Members are encouraged to take advantage of this FREE membership benefit which features the American Hotel & Lodging Association's Educational Institute's (EI) training programs. It includes VHS video tapes, various text books and manuals, and, new to EI's library, is the availability of some training materials in the form of CD-ROM.*

**FREE to CH&LA Members / Not Available to Non-Members**

☐ **Innkeepers Liability/Rate Cards** (Revised - 2002)

*This card meets the legal requirement that every innkeeper post in a conspicuous place, in the office or public room of the establishment and in every guest room, a statement of rates or range of rates by the day, and it contains language regarding liability for guest personal property and penal code provisions.*

**FREE to CH&LA Members / Not Available to Non-Members**

☐ **American Hotel & Lodging Association Products & Publications Catalog**

*AH&LA offers programs and products to help you run any property more efficiently and profitably. Topics include accounting & finance, environment, human resources management, legal issues, marketing, property management, and safety, among others. CH&LA members receive 25% off the already discounted AH&LA member price.*

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☐ **Educational Institute of AH&LA Catalog**

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