

Who Am I & Why Listen To Me?

- Author & Quoted Expert on Fox News, Today, NBC News, & Time
- National speaker
- Human Resource strategist for 20+ years
- Successful entrepreneur – Inc. 5000 winner
- MBA, SPHR, GPHR

About Integrity HR

Offices in Louisville, KY and New Albany, IN

Our Customized HR Services Include:


- HR Outsourcing & Consulting
- Professional Recruiting Services
- HR Compliance Audits
- Leadership Development Programs
- Coaching & Team Building Workshops
- Behavioral & Talent Assessment Tools
- Compensation Plan Development
- Employee Handbook Creation
- Professional Speaking
- And more!



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Let's Get Started!

HR BEST PRACTICES




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**Best Practice #1:
Employee Handbooks**

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Employee Handbook Biggest Mistakes

- Not having an employee handbook
- Copying policies from the Internet
- Failure to address all harassment protected by Title VII
- Failure to review handbook yearly
- Failure to revise handbook as policies change
- Failure to notify employees of policy changes

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Employee Handbook Best Practices

- Intro to the Company
- Your mission and values
- EEO
- ADA
- Anti-harassment
- Time-off policies
- Overview of benefits

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**Best Practice #2:
Job Advertisements**

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Job Advertisements

- Must include:
 - The specific duties of the position
 - Required qualifications
 - Equal Opportunity Employer reference
- Words & Phrases To Avoid

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**Best Practice #3:
Recruitment & Interviewing**

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Recruitment & Interviewing

- Must manage the recruitment process
- Use competency-based job descriptions
- Focus interview questions on successful behaviors
- Conduct relevant reference and background checks
- Follow up



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Recruitment Forms

- Background Check Notification
- Emergency Contacts
- Employee Handbook Acknowledgement
- Employment Reference Check
- Independent Contractor Agreement, if applicable
- I-9 Employment Eligibility Verification Form
- W-4 Federal Tax Withholding Form
- State Tax Form, if applicable
- Job Interview Guide
- Employment Application
- Offer/acceptance and rejection letter



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Best Practice #4: Orientation and Onboarding




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Effective Orientation Includes:

- Employee handbook
- Benefits
- Culture integration
- Basic stuff – phone, email, fax
- Knowing the “rules” – written and unwritten


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**Best Practice #5:
Employee Files**

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Employee Files

- Personnel Files
- Performance Issues
- I-9 Information


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**Best Practice #6:
Documenting Employee
Performance**

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Document Employee Performance

- Document. Document. Document.
 - Facts
 - Objectives
 - Solution
 - Action

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**Best Practice #7:
Employee Retention**

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Employee Retention

- Employee communication
- Employee recognition
- Surveys!


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**Best Practice #8:
Employee Evaluation Meeting**

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Employee Evaluation Meeting

- How to prepare for the meeting
- How to conduct the meeting


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**Best Practice #9:
Employee Termination**

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Employee Termination

- Termination should **not** surprise the employee
- Know when to seek **assistance** with a termination

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**Best Practice #10:
Compensation**

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Compensation Best Practices

- Have a compensation philosophy
- Address exemption issues, overtime pay, salaried vs. hourly
- Know the difference between exempt and non-exempt
- Obtain valid market data



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Best Practice #11: Employee Benefits



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Employee Benefits

- Plan design that meets the strategic guidelines for the organization
- Work with brokers to identify the best options based on your plan
- Make sure you have a monthly reconciliation process in place



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**Best Practice #12:
Safety**

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Safety Best Practices

- Safety programs and training
- OSHA!
- Workers' Compensation

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**Best Practice #13:
Privacy**

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Privacy Best Practices

- Develop a company policy on electronic communications

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Now, on to the really fun stuff...

EMPLOYMENT LAWS

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Important Employment Laws

- Equal Pay Act
- Employment At Will
- Title VII of the Civil Rights Act of 1964

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Important Employment Laws

- Family and Medical Leave Act (FMLA)
- Health Insurance Portability and Accessibility Act (HIPAA)
- Americans with Disabilities Act (ADA)

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Important Employment Laws

- Age Discrimination in Employment Act (ADEA)
- Pregnancy Discrimination Act (PDA)
- Immigration Reform and Control Act (IRCA)

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Important Employment Laws

- Worker's Compensation
- Occupational Safety & Health Act (OSHA)
- Unemployment Insurance

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Important Employment Laws

- Fair Labor Standards Act (FLSA)
- Retaliation
- Uniformed Services Employment and Reemployment Rights Act (USERRA)



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Don't Fall Prey To These Mistakes Many Employers Make

- Making salaried employees are automatically exempt from overtime
- Not paying for overtime that has not been approved
- Giving Family Medical Leave when not required
- Not having good policies – like an Employee Handbook



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Don't Fall Prey To These Mistakes Many Employers Make

- Not having good documentation prior to termination of an employee
- No process for ensuring solid recruitment processes are being followed
- Failing to train managers/supervisors on employment law matters
- Not having the right kind of insurance to mitigate legal risk of the employment law issues
- Not knowing what the rules are can be very costly



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Questions?

Contact the experts at Integrity HR to learn more about:

- Great recruiting practices yielding great hires and retention
- A review of HR compliance in your organization
- Questions about overtime/compensation/benefits requirements
- Becoming a great place to work with engaged workers & staff
- Training your leaders on great supervisory skills
- Getting your employee handbook "up to snuff"
- Handling all or some of your HR needs
- Or other projects to help improve your organization's performance

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Thank You For Joining Me Today!

Presented By:
Amy Letke, SPHR, SHRM-SCP
 Founder
 Integrity HR
 amy@integrityhr.com
 502.753.0970

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- Behavioral & Talent Assessment Tools
- Compensation Plan Development
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- Professional Speaking
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