

# The Seay Management Report



*The Seay Management Human Resources Management Checklist consists of 20 key HR flash points that will help make sure that you are up to date and in compliance with the myriad employment regulations enforced by state and federal agencies, and that you have the “best practices” in terms of policies, procedures, manuals and documents to hire and retain good employees and motivate them to superior performance.*

## **HUMAN RESOURCES MANAGEMENT FLASH POINTS**

1. Your Employee Handbook is your fundamental employment document because it describes how you will handle the work issues that arise with your employees. To meet that goal, it should be comprehensive and detailed. Some of the policies you need include (a) Dress Code (in this day and time, we have to deal with things like extreme hair color, potentially offensive tattoos, scents and aromas that bother other employees, and body piercings in places that could be distracting), (b) Cell Phone use (talking or texting at work, even if set on vibrate, and safety issues involved while driving on employer business), (c) Social Relationships at Work (a supervisor dating an employee is Trouble Waiting to Happen), and (d) Email/Internet use at work. All employees should undergo training on how to compose emails and what Internet sites should be avoided. In addition, your EEO policy should include the new protected category of “genetic information.”
2. As we think of how technology is racing forward at warp speed, employers should develop a policy on the use of social networking at work, taking into consideration sites like FaceBook, Twitter and MySpace. Employees should prohibit or restrict access social networking sites during working time and employers should be aware that some material

that employees write on their “wall” may be protected concerted activity, even if it is critical of management.

3. Conduct Sexual Harassment Awareness Training annually for all managers and employees, to build a wall of protection around your company.
4. Sandy has often said that “the workplace mirrors society” and that whatever behavior is occurring in society will ultimately find its way into the workplace. Today, we are seeing the emergence of bullying behavior in schools and in other parts of society. This is not the Charles Atlas, sand in your face kind of bullying, that you settle in the back yard, but a vicious, mean, vile and evil force that can cause irreparable damage. Bullying can be physical, emotional and/or relational and often occurs in cyberspace. To prevent, eliminate or reduce bullying at work, we recommend that you develop a strong anti-bullying policy and make absolutely sure you have a way for employees to report abuses, in a confidential and anonymous way. This kind of abhorrent behavior must be eradicated.
5. Implement a Drug Free Workplace Program to (a) help resolve potential drug issues at work and (b) potentially lower your Workers’ Compensation premium.
6. Complete the annual update of your Affirmative Action Plan according to the regulations, if you are a covered employer. All Banks of 50 employees or more are covered on the basis on handling federal government funds.
7. Mark September 30 on your calendar – that’s the day you need to submit your EEO-1 Report and VETS 100 reports (you must do this if you have 100 employees or if you have 50 employees and an Affirmative Action Plan). Call Seay Management if you have questions.
8. Be sure you are regularly submitting your New Hire Reports to the state employment agency database.
9. Make sure you have detailed job descriptions for every job, in compliance with ADA, EEOC, FMLA, and Generally Accepted Principles of Human Resources Management.
10. Consider conducting several Management Training sessions this year on important subjects like “How to Counsel and Dismiss Employees (When Necessary),” “How to Conduct Performance Appraisal,” “How to Handle Difficult Employees,” “How to Motivate Employees to Superior Performance,” and – in the time of Sarbanes-Oxley, et. al. – “Ethics in the Workplace.”
11. Make sure you have all required employment posters, placed in prominent locations. Federal and state regulations require 6 posters each.
12. Make sure your I-9 forms are (a) present for all employees and (b) fully completed. Maintain the I-9 Forms together in a separate location, not the regular employee file.
13. Make sure your employee files are complete and that they include all the documents you need (such as the application form, disciplinary notices, commendations, performance appraisals, et. al.) but none of the documents that are problematic (such as medical information, drug test records, private/personal documents, et, al.) Some employee documents are necessary for recordkeeping and reporting and are perfectly proper, but are of a personal, private or medical nature or have an EEO component. For these documents, have an Administrative or Confidential file, separate from the regular employee file.
14. Make sure you have clear and frequent employee communications programs like an Open Door policy, Employee Complaint Procedure, bulletin boards and an employee

newsletter. Many employers now have an electronic newsletter. It is our experience that most employee problems have poor communications at the foundation.

15. Make sure all of your Human Resources decisions and actions are fully and comprehensively documented, that you have developed and implemented a system of Progressive Discipline and that all of your supervisors and managers have been fully trained.
16. We can see on the horizon that union organizing campaigns are going to increase, so it's critical to train your supervisors and managers in the landscape of what they can and can't do. Most managers and supervisors are surprised to learn that they can do more than they think they can. A one-half day supervisory training program will resolve this issue. This is an emerging flash point that we must continually monitor.
17. Consider conducting an employee opinion survey every 18-24 months to find out what your employees think and how they feel about their work and their jobs. Many a serious employee problem has been prevented by having an employee opinion survey.
18. The Wage and Hour Division of the Department of Labor is targeting the question of "working time," which regulations define laboriously as whenever an employee is "suffered or permitted to work." If an employee is working, the employer is responsible for paying for this time, even if you didn't authorize it, and even if you didn't know about it. This could include travel time, meal periods, time before and after regular work hours, homework and other time. Make sure all employees are recording all of their work time accurately and that you know when employees are working.
19. Consider having employees complete the application form on line, through your web site, rather than in person. This can be a more efficient and less expensive process and may more quickly identify those applicants who might be good candidates for the positions you have open. You might also want to list your open positions on your web site.
20. A Human Resources Management Compliance Audit Review will help you reduce or eliminate any potential liability or exposure, provide you with the comfort and assurance that you are in compliance with all of the employment regulations that cover you and check to see that you have the "best practices" you need to hire and retain good employees.

We trust that this Human Resources Management Checklist will be helpful to you as you establish and refine your employment goals and objectives. Please contact Seay Management Consultants by phone or email with any questions you may have – [jennifer@seay.us](mailto:jennifer@seay.us) or 407-722-7667, or visit us at [www.seay.us](http://www.seay.us). We're anxious to be of help and we appreciate having you as a friend of our firm.

***Remember, if you have an employment issue or challenge, and you need the right answer right away, and you want the very best Human Resources Management advice available, you need to call . . . The Seay Team!***