

2024 HUMAN RESOURCES MANAGEMENT CHECKLIST

The Seay Management Human Resources Management Checklist includes 20 key HR flash points that will help to ensure that you are up to date and in compliance with the employment regulations and with HR "Best Practices" and is sent with our compliments and our sincere appreciation!

1. **EMPLOYEE HANDBOOK** – Your handbook is your most important employment document because it describes how you will handle work issues that arise with your employees. Here are some thoughts to consider:
 - **Dress Code** – Tattoos are becoming ubiquitous in the workplace and many employers are relaxing their "no tattoos" policy. Make accommodation for applicants and employees with race based hair styles or cultural/religious attire.
 - **Social Relationships at Work** – A supervisor or manager dating an employee should be prohibited. It is TWTH -- Trouble Waiting to Happen . . . !
 - **Working Remotely** – More employees are working remotely these days so a Remote Work policy should be included in your employee handbook covering getting advance permission to work remotely, what constitutes working time, recording remote work time, accidents at home, accountability, etc.
 - **Words to Avoid** – Like the plague, avoid using words like (a) cause or good cause, (b) condition of employment, (c) annual salary, (d) permanent employee, (e) yearly, etc. As Labor Relations expert Paul Sommerville remarked, these words can cause "entanglements of biblical proportions!"
 - **Social Networking** – Prohibit employees from accessing social networking sites at work. Supervisors should be forbidden from accessing the personal sites of their employees and must never "friend" their employees. National Labor Relations Board regulations prohibit employers from telling employees about what they can and cannot post on their personal social networking sites.

2. **HARASSMENT AWARENESS AND PREVENTION TRAINING** - Conduct Harassment Awareness Training annually for all managers and employees. This training should cover all forms of unlawful harassment including harassment based on sex, race, religion, age, ethnicity, etc.
3. **DRUG FREE WORKPLACE** – Management should reserve the right to require a drug or alcohol test for “reasonable suspicion.” Synthetic drugs like K2, Spice, Ecstasy, etc. should be prohibited at work. Employees having medical marijuana cards may not consume marijuana at work and may not report to work under the influence of marijuana.
4. **PERSONALITY TEMPERAMENT ASSESSMENT** - To hire employees that are a “fit” for your organization, consider having Seay Management administer the DISC profile, particularly for your Leadership Team.
5. **AFFIRMATIVE ACTION PLAN** – If you are covered, your Affirmative Action Plan must be up to date and in compliance with the latest regulations. We can help.
6. **EEO-1 REPORTS** – Employers of 100 or more employees are required to electronically submit an annual EEO-1 Report. We can help.
7. **VETS 4212 REPORTS** – Most government contractors are required to file this report. We can help. Seay Management is veteran owned and operated.
8. **NEW HIRE REPORTS** – Employers must submit specific New Hire Reports to the state employment agency database, on a regular basis.
9. **JOB DESCRIPTIONS** – Both the employment regulations and HR Best Practices require a valid job description for each job. We can help.
10. **MANAGEMENT TRAINING** – Consider conducting several Management Training sessions this year on important subjects like:
 - How to Counsel and Discipline Employees.
 - How to Make Your Employee Handbook Your Friend.
 - How to Manage Difficult Employees.
 - How to Hire and Retain Good Employees.
 - “What Leonardo da Vinci Teaches Us About Management.” Sandy’s personal favorite.
 - Performance and Experience, Personality Temperament, and Character – 3 Keys to Hiring Good Leaders.

11. **EMPLOYMENT LABOR POSTERS** – Check that you have all current required employment posters, placed in prominent locations. Federal regulations require 6 posters; the various states require additional posters.
12. **I-9 FORMS** – Have valid I-9 Forms on file for every employee and use the latest iteration dated August 1, 2023. E-Verify is required by some states and for federal government contractors, but it's a quick and easy way to verify Social Security numbers and we recommend it for all employers.
13. **EMPLOYEE FILES** – Drug test records, financial statements, court orders, background checks, and other private or personal documents should not be included in the employee file. Get pre-employment reference checks on all candidates you are seriously considering.
14. **UNEMPLOYMENT COMPENSATION**
 - In most states, employees dismissed within the 90 day probationary period will not have those benefits charged to your account.
 - Employees who are dismissed for resigning due to a work change, will be eligible for unemployment benefits.
 - Employees who are dismissed for performance or “bad attitude” will almost always be awarded benefits.
 - Fraudulent unemployment claims are widespread. Check your unemployment claims report for accuracy.
15. **NATIONAL LABOR RELATIONS BOARD** – Under the “protected concerted activity” category, employees have the right to discuss their wages, benefits and working conditions among each other and employers may not prohibit them from doing so.
16. **EMPLOYEE OPINION SURVEY** – You will never know how your employees feel about working for you unless you ask them through an employee opinion survey or satisfaction survey. Many are the times an opinion survey has prevented serious problems.
17. **TIME RECORDS** – Lots of employers are using digital time records now rather than a time clock or a paper time card. It's more efficient and employees like this method better. Some employers allow employees to clock in on their mobile phones.
18. **EXEMPT CLASSIFICATION** – The exempt salary classification has a salary test and a duties test. Employees must meet both in order to be exempt. Some states and cities have higher salary requirements for exemption.

19. **COMPENSATION STUDIES** – Perform annual compensation studies to make sure your pay rates are competitive. We can help.
20. **HR MANAGEMENT COMPLIANCE AUDIT REVIEW** – Having Seay Management complete an HR Audit 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, and check to see that you have the “HR 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 with any questions you may have. We are always glad to talk with you.

Very best regards,

SANDY, DAN, MIKE, SISSY AND THE ENTIRE SEAY MANAGEMENT CONSULTANTS TEAM

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

It is our goal to:

1. Help ensure that your business is in compliance with all of the state and federal employment regulations and guidelines which affect your company and your employees;
2. Help eliminate your financial exposure in these areas; and
3. Develop the policies and systems which will help you employ and maintain a satisfied, happy and productive work force.

Seay Management provides Human Resources Management and Labor Relations consulting services. Seay Management does not provide legal advice and does not engage in the practice of law. If you need an attorney, we'll be glad to recommend one to you.



Email: admin@seay.us
Website: www.seay.us
Tel: 888-245-6272