

# Welcome to the SIG University HR Roundtable Series

Top 10 HR 2019 New Year's Resolutions:  
Promises to Keep

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# SIG University

Webinars - Seminars - Roundtables - Legal Alerts - Podcasts

SIG University brings you the most critical information you need in order to stay knowledgeable about HR trends and keep your Health and Welfare plans up-to-date with Healthcare Reform and other federal Health and Welfare benefit regulations and trends.

[www.silbs.com/sig-university](http://www.silbs.com/sig-university)



# SIG University – Webinars

**FEBRUARY 6<sup>TH</sup>, 12 PM – 1 PM EST**

HIPAA Privacy & Security Overview

**FEBRUARY 6<sup>TH</sup>, 3 PM – 4 PM EST**

What Employees Want: How Top Workplaces Create Thriving Culture at Work

**REGISTER TODAY: [www.silbs.com/sig-university](http://www.silbs.com/sig-university)**



# SIG University – Upcoming Events

**SAVE THE DATE!**

**UPCOMING HR ROUNDTABLES**

**FEBRUARY 28<sup>TH</sup>, 8:30 AM – 10:00 AM EST**

HR Roundtable Best Places to Work Panelist for HR/CFOs

[www.silbs.com/sig-university](http://www.silbs.com/sig-university)



# SIG Community Service

## Home, by The Potter's Follies

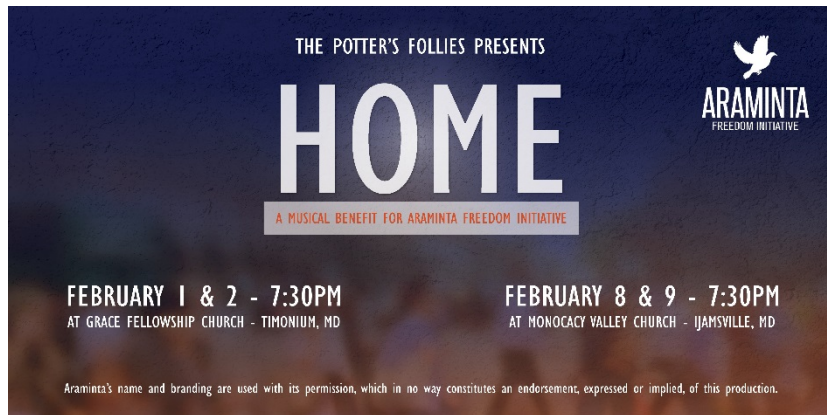
Inspired by the Pay-It-Forward movement, some SIG employees are putting together a musical benefit show for *Araminta Freedom Initiative*, a Baltimore organization whose vision is *every child free from human trafficking*. Feel free to join us for one of these nights of song and story for a great cause!

February 1 & 2 (Baltimore):

<https://home-timonium.eventbrite.com>

February 8 & 9 (Frederick):

<https://home-ijamsville.eventbrite.com>



## Blankets for Baltimore

SIG employee Jessica Currano and her husband Ben started this organization with the intent to help keep the people on the streets of Baltimore a little warmer during this time of the year, when temperatures drop to frigid and below. They started by collecting as many blankets as they could from family and friends and handing them out to individuals that needed them.

As members of SIG we truly believe “the more you give to Baltimore, the more Baltimore will give to you”, and with this in mind are dedicated to helping Blankets for Baltimore for the second year in a row, meet their goals and help out the greater Baltimore community!

## Blankets for Baltimore



# AleraHR Workplace Pro

**Workplace Pro** is an integrated suite of HR knowledge, content, and training solutions



## COMPLY

Comprehensive resource center for forms, checklists and documents related to compliance



## LEARN PRO

200+ online training courses that ensure compliance and reduce risk



## LIVE

Certified HR experts to answer questions and give advice backed by research



## INSIGHT

All the news and analysis HR professionals need to stay compliant with changing regulations



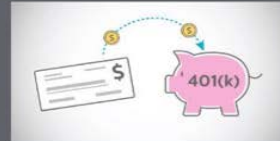
**RISK & SAFETY RESOURCES**  
Content, tools and online training designed to mitigate risk and reduce costs



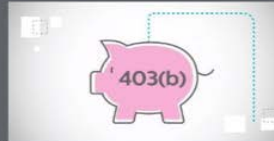
# Benefits & Training Video Library



## HR BENEFITS OVERVIEW VIDEOS



401(k) Retirement Plans



403(b) Retirement Plans



Accident Insurance



Balance Billing



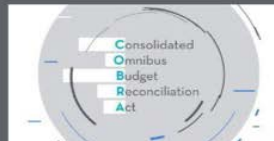
Benefits Health Terms Explained



Cancer Insurance



CDHP with HSA



COBRA Insurance



Commuter Benefits



Critical Illness Insurance



Dental Insurance and User Tips



Disability Insurance



Employee Assistance Programs



Family and Medical Leave Act



Flexible Spending Account



# 2019: TOP 10 HUMAN RESOURCES RESOLUTIONS TO KEEP

Presented by:  
Laura L. Rubenstein, Esq.



# 1. Update Employee Handbook

- ▶ Do you keep a “to update” sheet on policies that need tweaking?
- ▶ When is the last time you updated your policies?
- ▶ What is your approval process?
- ▶ Do you have language to cover the 2018 Maryland Healthy Working Families Act?
- ▶ How robust is your FMLA policy?

## 2. Training

- ▶ Do you just have NEO and nothing else?
- ▶ How are managers and supervisors trained?
- ▶ Who is selected to provide training?
- ▶ How long does it last?
- ▶ Are HR leaders and key executives present for the training sessions?
- ▶ Do supervisors know how to handle a complaint that comes to their attention?

# 3. Evaluations

- ▶ Are they only provided annually?
- ▶ Are employees provided feedback regularly?
- ▶ Are you using the same outdated form?
- ▶ Who provides the evaluations?
- ▶ How do you feel about self-evaluations?
- ▶ Are you setting goals?
- ▶ What if goals aren't achieved?
- ▶ Are you bonuses tied to evaluations?

## 4. Have you embraced technology?

- ▶ Is your HRIS system good?
- ▶ Do you have a good CRM program?
- ▶ Are you using all the functions provided by your payroll provider?
- ▶ What efficiencies would you like to have?
- ▶ Are costs prohibitive to embracing technology?

# 5. Flexible Work Models

- ▶ What flexibility do you offer for employees?
- ▶ Telework?
- ▶ Stand up desks?
- ▶ Flexible schedules?
- ▶ Part-time work?
- ▶ Hoteling?
- ▶ Unlimited time off?

# 6. Employee Wellness

- ▶ What have you done to implement wellness models into your workplace?
- ▶ Are employees embracing the concept?
- ▶ What has it done for morale?
- ▶ Is it helping or hurting productivity?
- ▶ Is your insurance provider supporting and encouraging any programs (e.g., smoking cessation or weight loss plans?)

# 7. Build Trust With Staff

- ▶ Have you ever considered shadowing various staff members for the day?
- ▶ Do you visit off-site locations regularly?
- ▶ Do you hold Town Halls?
- ▶ Do you have a true “open door” policy?
- ▶ Do you manage by walking around?
- ▶ What perception do you create in the company?

# 8. Employee Appreciation

- ▶ What does your company do to show its appreciation for staff?
- ▶ Do you survey your employees about culture?
- ▶ Are you in line to be a Best Place to Work?
- ▶ Do you care?
- ▶ What could you do better?
- ▶ What positive experience did you have that you'd want to share with others?



# 9. On-boarding vs. off-boarding

- ▶ How robust is your NEO?
- ▶ What type of welcoming program do you have for new employees?
- ▶ Is there a designated ambassador or employee assigned to a newbie?
- ▶ Do you perform exit interviews?
- ▶ What happens with that feedback?

# 10. Does HR have a seat at the table?

- ▶ How is HR perceived at your company?
- ▶ Does HR have a role as a respected leader with a seat at the table?
- ▶ Or is it a silo that reports only to the President/CEO?
- ▶ How have you integrated HR into other departments at your company?
- ▶ Do you only show up when there's a problem... for an investigation or to terminate?

# Questions?

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# Reminders



**BRING A FRIEND OR GUEST!**



**COMPLETE YOUR SURVEY**



**TAKE YOUR HRCI/SHRM CERTIFICATE**



# Thank You for Attending!

**#SIGU**

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