

Welcome to the SIG University HR Roundtable Series

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

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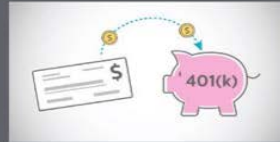
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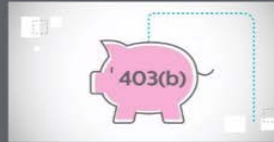
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Disability Insurance



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Family and Medical Leave Act



Flexible Spending Account





PART II 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- ▶ Are you using the same outdated form?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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