



Tactical Skills
for the Growing Business

HR Bloopers

Common Business Blunders

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HR

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Presentation Outline

- Topics to Cover Today
 - Meet Your Speakers
 - Knowledge is Power
 - Employee or Independent Contractor?
 - Your Hiring Plan
 - Posters
 - Policies & Procedures
 - Documentation
 - Employee Records

I wish there was a
face serum called
“Before You Worked
in Human Resources”





MEET YOUR SPEAKERS

Shana Ryan & Leslie Willis

Shana Ryan and Leslie Willis have designed a personalized approach to the HR consulting arena by creating Conceptual HR Solutions. Within the corporate business structure, Shana and Leslie had sole oversight of all HR functions for over 600 employees, across 43 states for nearly 5 years. Once the business sold to private investors, Shana and Leslie decided to use their combined experience of over 25 years in Human Resources and joined forces in creating Conceptual HR Solutions. Shana and Leslie's vision is to partner with new and existing small business owners in a complicated and heavily regulated HR world and ensure they are able to grow their business to its full potential.

KNOWLEDGE IS POWER

ALL BUSINESSES ARE VULNERABLE TO NUMEROUS LAWS AND REGULATIONS INVOLVING EMPLOYEES.

FAILURE TO ABIDE BY THESE CAN CAUSE SERIOUS FINANCIAL DAMAGE TO YOUR COMPANY.

**BE PROACTIVE.
NOT REACTIVE.**

EMPLOYEE OR INDEPENDENT CONTRACTOR?

IRS COMMON LAW RULES

BEHAVIORAL

Does the company control or have the right to control what the worker does and how the worker does his/her job?

FINANCIAL

Are the business aspects of the worker's job controlled by the payer? Expenses reimbursed? Who provides tools/supplies?

RELATIONSHIP

Are there written contracts or employee type benefits? Pension plan? Insurance? PTO? Will the relationship continue and is the work performed a key aspect of the business?

NOT HAVING A HIRING PROCESS/PLAN



WHAT TO DO:

Documentation such as applications and company policies should be developed, put in place and signed by all employees. Additionally, the same hiring procedure needs to be followed when hiring to ensure every candidate is given the same advantages. As an employer, you should develop a thorough set of interview questions to ensure the candidate not only has the skill set required, but to also see if they are going to be a good cultural fit for your company.

WHAT ARE LABOR LAW POSTERS?

Did you know The Department of Labor requires employers to have current Labor Law Posters available to all employees? YES, even if there is only **one employee**.

WHAT TO DO:

GET THE POSTERS.

(Usually your payroll provider can help with these.)



NO POLICIES &/or PROCEDURES

*if it's really
funny, it's
probably
harassment*

WHAT TO DO:

Establish policies and procedures outlining the culture you are trying to create. This includes behaviors that will not be tolerated. Make sure employees understand and sign these policies. Keep them in their employee file.

DOCUMENTATION??



Boss: This is the third time you've been late to work this week. Do you know what that means?

Me:



WHAT TO DO: Establish a clear process for any employee disciplinary and/or performance issues as they happen. Create a system to manage these type of scenarios and **FOLLOW IT.**

WHAT EMPLOYEE RECORDS?

- Did you know I-9's need to be filed separately?
- Did you know different documents have different requirements according to different regulations such as the EEOC, ADEA and FLSA?

WHAT TO DO:

- Make sure your I-9's are in a separate file.
- Familiarize yourself with both federal and state employee record requirements



ANY FINAL QUESTIONS



Name

Title

Company

Email

Web Address

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Thank You!



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