Trends in HR:
Top 10 Management Challenges

TAC HR Consultants
2018 Newly Elected Officials

Welcome to office.

All the tools you need to succeed
Disclaimer

This training is designed to provide general information about the subject matter covered. Neither TAC nor the trainers are engaged in rendering legal advice. If you need legal advice, TAC recommends that you seek the services of a competent attorney who is familiar with your specific situation.
Agenda

Discuss top employment-related trends

Discuss resources and the HR consultants’ role
I don’t want to be tied down to job descriptions for my employees.
But Wait...

- Job postings
- Recruitment and selection
- Setting performance expectations
- Determining essential functions and physical standards prior to employee having a disability under the ADAAA
# 9

I can ask applicants anything I want to know.
But Wait...

<table>
<thead>
<tr>
<th>Gender</th>
<th>Race</th>
<th>Religion</th>
<th>Age</th>
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<tbody>
<tr>
<td>Disability</td>
<td>Ethnic Background</td>
<td>Marital Status</td>
<td>Military Status</td>
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<td>Arrest Records</td>
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I don’t like to write anything down about my employees.
But Wait...

- Written in a timely manner
- Factual
- Signatures
- Consequences of failure to comply
I heard about “at-will”
- I can fire anyone without consequences.
But Wait...

Protected status under federal, state, or local laws or statutes

Exercising legal rights

Constitutional rights – political affiliation, etc.

Whistleblower

...don’t forget unemployment!
# 6

Who needs FMLA? I just give employees time off when they need it...unless they take too much.
But Wait...

Do gather enough detailed information to determine if absence qualifies and provide employee with proper paper work.

Don’t ignore employee statements about medical conditions.

Do reinstate the employee to their job.
I make all our employees “salaried” because I care and it’s easier to do payroll.
But Wait...

Hourly employees must be paid $7.25/hour up to 40 hours

Overtime/Comp time must be paid after 40 hours worked

Timesheets are critical

Law Enforcement can be different!
I don’t keep too many records on employees. I am concerned about their privacy.
<table>
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<th>I-9</th>
<th>Service</th>
<th>Medical</th>
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<tbody>
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<td>Tax</td>
<td>Payroll</td>
<td>FMLA</td>
</tr>
<tr>
<td>Discipline</td>
<td>Retirement</td>
<td>Termination</td>
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# 3

I have to follow all the leave policies, no exceptions allowed.
But Wait...

Reasonable Accommodation

American’s with Disabilities Act as Amended

Family Medical Leave Act
# 2

I love that my employees are so comfortable with each other, have laid back behaviors, and tell the best jokes.
But Wait...

- Don’t allow inappropriate behavior.
- Be wary of off-color jokes, a pattern of put-downs, and threats based on any protected status.
- Have a policy in place.
- Tell employees how and where to immediately report harassment.
I like our county policy manual to be vague - it helps me with flexibility.
But Wait...

No written or consistently applied policies and you’re only as good as your worst supervisor or worst employee.

Important defense in employment litigation.

Practice is policy.
BONUS!

I can’t afford to train our supervisors. Plus, I don’t want them to know more than I do!
Elected officials can be directly liable for not training or providing training for supervisors.
Helpful Tools and Links

Sample tools and links to helpful websites can be found in your workbook.

• Please look them over, and ask us if you have any questions.

Ask the HR consultant for your territory any employment related questions.

• Territory and contact information are on the next slide.
Questions?