

Top 10 HR Issues



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- *These are **issues, not** trends!
- ***Not** In Order of Importance
- *Tend to be More Problematic
For **Small - Medium Businesses**
- *Form the **basis** for beginning
an **HR management system**

Hiring Practices

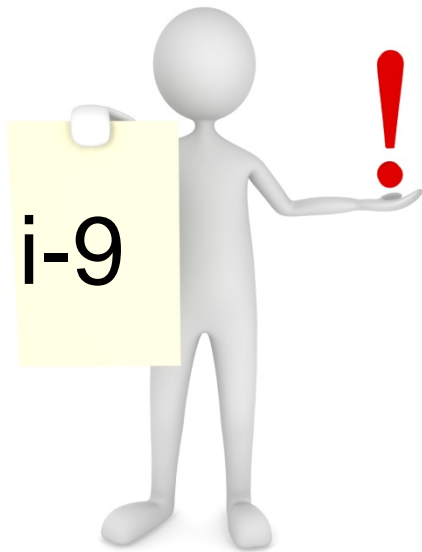


Hiring Practices



*Failure to Prepare and update **job descriptions**

Hiring Practices



*Failure to
Complete and
retain **i-9**
forms

fair labor standards act



fair labor standards act



*misclassification
of employees
(exempt vs.
non-exempt)

fair labor standards act



*correctly
tracking **hours**
worked

employee handbooks**



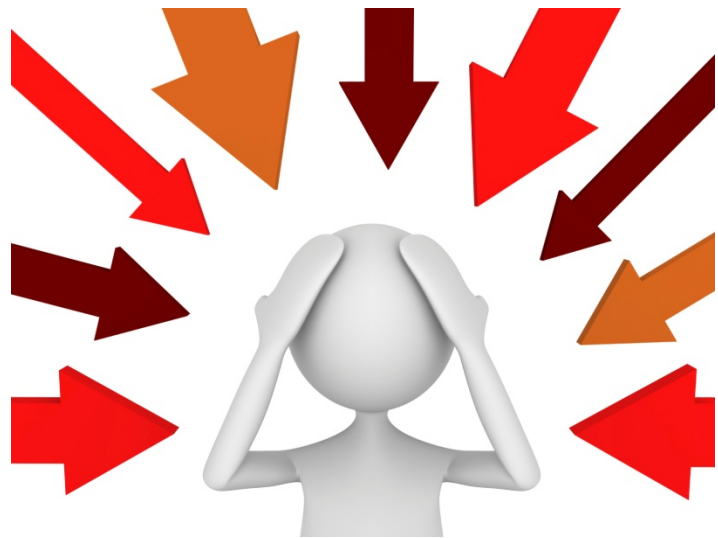
consistency

follow-through

at-will

signed receipt

harassment in the workplace



*consistency

*follow-through

*employee training

Family and medical leave act**



*12-month tracking period

*interaction with other laws

workers' comp insurance



- *Document! document!
- ***safety training**
- *work closely with your insurer or W/c Group

employee discipline & termination

- ***Document! document!**
- *progressive discipline
- *don't publish policy
- *focus on **performance**



protected activities & No retaliation



- *adverse action
- *retaliatory discharge
- *unionization activities



any questions??