

EMPLOYERS AND LAWYERS,

WORKING TOGETHER

Ogletree
Deakins



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HR 101: Ten Key Principles for Businesses of Any Size

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Overview

“ I am convinced that nothing we do is more important than hiring and developing people. At the end of the day you bet on people, not on strategies. ”



-Lawrence Bossidy, former COO of GE



1. Hire Good Talent

- Interview all candidates for a position on the same day
- Ask the same list of questions
- Act quickly

2. Onboard with a Sense of Purpose

- Prepare new employees **before** the first day of work:
 - Business Cards
 - Phone Line
 - Benefits forms
- Communicate what should (or must) be completed before starting (i.e. I-9 documents)

3. Train and Plan from the Start

- Introduction to your company's history and values
- Practical information
- How your company defines (and measures) success
- Business structure and key people
- Who your customers are

3. Train and Plan from the Start (cont.)

- Tools and software used
- Benefits and rewards
- What you expect from employees, including
 - attendance and conduct
 - reporting issues, problems and concerns
 - “dealbreakers”

4. Provide Feedback

■ Regularly Scheduled Evaluations

- Example: For new hires, at 30/60/90 day mark; annual reviews

■ Daily or weekly feedback

- MBWA

5. Communicate with Employees

One example – an Employee Handbook

Employee Handbook

- Workplace policies and guidelines that are:
 - Easy to understand
 - Fair
 - Consistent

Employee Handbook (cont.)

- May include topics such as:
 - Anti-discrimination and harassment policies
 - Safety and security information
 - Compensation and benefits (e.g. FMLA policy)
 - Work schedules, vacation, and Leave
 - Confidentiality and non-disclosure issues

6. Consider Job Descriptions

■ Keep descriptions:

- Current – and Accurate
- Succinct
- Clear
- Defined

■ Review at regular intervals

- Example: Before posting a job opening

Job Descriptions (cont.)

- Include Common Details like:
 - Hours of availability
 - Skills and/or certifications required
 - Chain of command information
 - Physical requirements

7. Maintain Employee Files

- **Document** employee relations situations
- **Maintain:**
 - I-9 File
 - General File
 - Medical File
- **Understand** retention requirements

8. Pay Employees Fairly

- Pay Equity
- Minimum Wage
- Overtime
- Be wary of misclassifying employees and independent contractors.

9. Plan for the Inevitable

- Much like an onboarding process, have a termination checklist
- Best Practices:
 - Final check on the last day of work
 - Notice of Change in Relationship
 - Final Pay Acknowledgement
 - If it applies, provide COBRA notices within 14 days

9. Plan for the inevitable (cont.)

- Disaster response
- Workplace violence issues

10. Don't Go it Alone

■ Consider Outsourcing

- Payroll service bureaus
- Recruiting organizations
- Technology vendors
- Benefits administration software

■ Be involved in your industry and your community

■ Utilize trusted legal counsel

Thank you...

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