HUMAN RESOURCES

Basics to Plan for Success

WHAT IS HUMAN RESOURCES?

WHY DOES HUMAN RESOURCES MATTER?

EMPLOYEES JUST WANT TO WORK!

How can we help them focus on doing their best work?



RECRUITMENT AND SELECTION

Employment Opportunities

All employment positions require Saturday or Sunday hours.

KNOW YOUR STRENGTHS AS AN EMPLOYER LIKE YOU KNOW YOUR PRODUCT



RECRUITING IS A WAY TO SHOW POTENTIAL EMPLOYEES WHY YOUR BUSINESS IS A GREAT PLACE TO WORK.

- We're a down-to-earth team that knows how to have fun at work and outside the office
- We believe in lifelong learning and personal growth
- Recognizing employees for their hard work is deeply embedded in our culture

AS LONG AS KIDS GET EVENINGS AND WEEKENDS OFF, SO WILL YOU

BECOME A SCHOOL BUS DRIVER. CALL 253-9322. SOUTHLAND



U'LL NEVER TAKE YOUR WORK HOME WITH YOU. IN FACT, IT WOULD BE ILLEGAL

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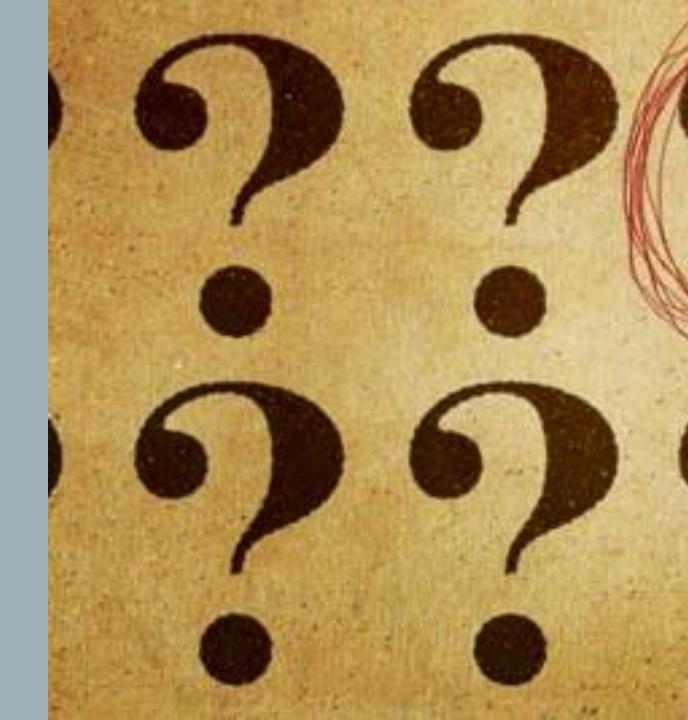


MAKE \$16.25 AN HOUR DOING WHAT MOST PARENTS DO FOR FREE

BECOME A SCHOOL BUS DRIVER. CALL 253-9322. SOUTHLAND



ASK THE RIGHT QUESTIONS



DO'S AND DON'TS EXAMPLE I

NO

What year did you graduate from high school? • Did you graduate from high school?

DO'S AND DON'TS EXAMPLE 2

NO

Are you a United States Citizen?

Can you legally work in the United States?

DO'S AND DON'TS EXAMPLE 3

NO

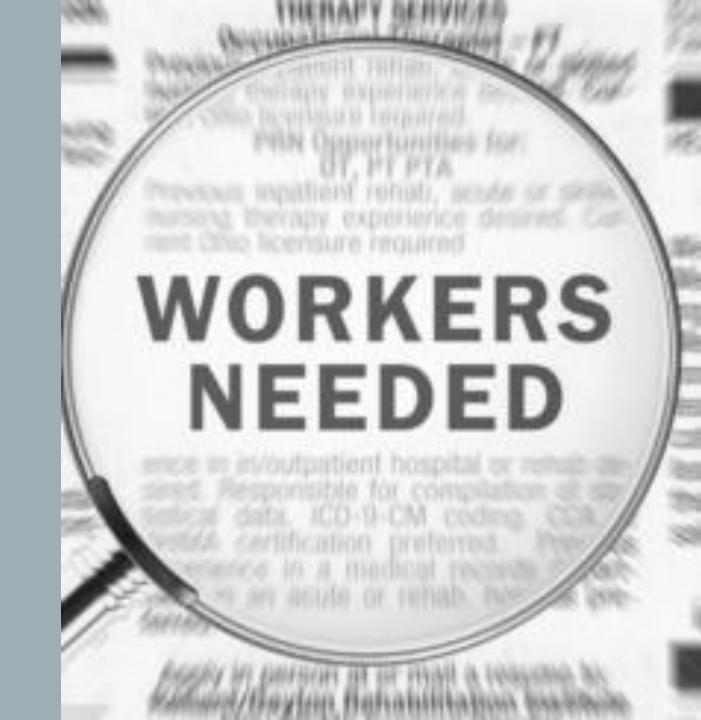
Can you do heavy lifting?

• Can you lift 50 pounds?

(Know what the employee needs to lift – maybe 50 pound bag of Pro-mix will be the heaviest thing)

YES

IT'S A TIGHT JOB MARKET!



JOB DESCRIPTIONS AND TRAINING



DISCIPLINE AND TERMINATIONS

• Set up expectations and be consistent

NOW THAT WE HAVE SET UP EXPECTATIONS....
ESTABLISH CONSEQUENCES



DOCUMENT EVERYTHING



KEEP CALM AND DOCUMENT **EVERYTHING**

BE CONSISTENT

- Follow through
- Every Time
- Be consistent

TREAT EVERYONE CONSISTENTLY

ESTABLISH DIFFERENT EXPECTATIONS BASED ON JOB DESCRIPTIONS, NOT ON PERSONALITY



SO YOU WANT TO FIRE SOMEONE?



WORKPLACE SAFETY

Listen to your employees when they tell you about a safety hazard!

PREVENT ACCIDENTS TO KEEP EMPLOYEES SAFE AND HELP YOUR BOTTOM LINE!



CREATE A SAFETY CULTURE

HARASSMENT

What is it?

HOW CAN I AVOID IT?

PUT OUT THE SMALL FIRES



NY NEW SEXUAL HARASSMENT LAW

 All employers in NY State are required to provide mandatory Sexual Harassment Training annually.

Here's the link: https://www.governor.ny.gov

LAWS THAT AFFECT YOUR BUSINESS

- Laws enforced by the EEOC
- Family and Medical Leave Act
- Immigration Reform and Control Act

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

- Title VII of the Civil Rights Act of 1964 (race, color, religion, national origin, sex)
- Age Discrimination in Employment Act of 1967 (People over 40)
- Sections 501 and 505 of the Rehabilitation Act of 1973 (Any qualified person with a disability)
- Pregnancy Discrimination Act of 1978 (Pregnant or breastfeeding women)

FAMILY MEDICAL LEAVE ACT

- Protects employees who take leave for up to 12 weeks
- They can return to the same or a similar job
- Only applies to employers with 50 + employees
- Watch out for local leave laws NYS Mandated Disability (MA does not have a mandated policy). NY recently instituted Paid Family Leave and is working on paid bereavement leave

IMMIGRATION REFORM AND CONTROL ACT

- Applies to employers with 4 or more employees
- May not discriminate against applicants for citizenship or nationality
- Must verify that applicants are authorized to work in the United States

CONCLUSION