Human Resources and Employment Law

YOUR NAME

Human Resources Director, YOUR County
5 Things You Need to Know About Personnel and Employment Law

1. General human resources
2. Policies and procedures
3. Employment law
4. Human resources programs and services
5. Emerging trends
#1 Regarding General Human Resources Matters

...Three Important Words:

Documentation, Documentation, Documentation
Challenges that we face:

- Changing workforce/Labor Market
- Declining confidence in government
- Declining budgets/budget demands
- Demands for productivity
- Emerging technologies
What’s Your Organization’s Reputation in the community?

Does it impact how you do business?
Organizational Culture/Dynamics That Impacts Your Reputation:

- Customer Service and Overall Efficiency of your Government
- Ethics
- Value and Treatment of Employees
- What’s the Reputation of Your Organization?
Positive Relationships
with other Elected Officials, Constitutional Officers and Staff

No matter how difficult - the citizens win when positive relationships happen AND they lose when it does not!!
Your Greatest Asset….. Your Employees

Role of Human Resources in County Government People Management
Through Our People.....

- By creating a work environment that allows motivated employees of your organization to provide the quality of customer service that the citizens deserve (demand). You are either serving the customer or servicing those who are serving the customer!
People Management:

Would you like for your organization to be described as “world-class” in people management?

Do you have a vision for your organization?
#2 Policies and Procedures:

Familiarize yourself with your organization's policies and procedures.

- Civil Service System?
- Merit system?
- At–Will workforce?
Your Organizations Policies and Procedures, Rules and Regulations, provide necessary guidance to your workforce. This includes both front line employees as well as elected officials and other management.

Must follow written policies!!
Example of Policies:

- Guidelines for Employment
- Attendance and work hours
- Drug & Alcohol Free Workplace
- Unlawful harassment (race, color, religion, sex, national origin, disability, age, etc)
- Salary administration
- Nepotism
- Political Activity
- Promotion & demotion
- Progressive Discipline; suspensions, terminations
- Appeals & grievances
#3 Employment Laws

- Civil Rights Act of 1964 (Title VII)
- Lilly Ledbetter Fair Pay Act of 2009
- Age Discrimination in Employment Act
- Pregnancy Discrimination Act of 1968
- The Americans With Disabilities Act (ADA) Amendments Act of 2008
- USERRA
- Family Medical Leave Act of 1993
- Fair Labor Standards Act of 1938
Successful organizations have knowledge of and comply with ALL State and Federal Employment Laws.
#4 FUNCTIONAL AREA’S OF HR PROGRAMS and SERVICES

- Recruitment & Employment
- Employee Relations & Training
- Classification & Compensation
- Risk Management
- Employee Benefits
- Payroll
- Records
Recruitment & Employment

- Advertising jobs
- Interviewing/Assessing applicants
- Hire the most suitable candidate
- This is where you make the first critical decision in providing quality customer service!!
- Nepotism
Nepotism:

- Simply put, the definition of *nepotism* is favoring relatives. Nepotism in the workplace occurs when employers favor relatives in making employment decisions, with little to no regard for anything but kinship.

- An example is hiring or promoting relatives solely because they are family members, with no consideration of the qualifications or merit of other job candidates or employees.
Employee Relations & Training

- Provides training and development for the organizations employees
- Assist department director’s and elected officials in resolving employee problems and/or complaints
- Unlawful Harassment Policy
- Adverse Action decisions in your organization should be channeled through a central source.
Classification & Compensation

- Maintains Job Descriptions
- Conducts Annual Wage Survey
- Prepares Annual Personal Services Budget (salaries and benefits)
- Conducts Reclassification reviews
- Salary Administration
- Organizational Compensation Philosophy
Risk Management

- General Liability
- Safety
- Worker’s Compensation
- Ensure that your assets are appropriately protected (insured)
Employee Benefits

- **Health benefits:** The biggest challenge for employers continues to be finding sustainable strategies to provide competitive health benefits for their employees
  - Wellness and Prevention Programs (interventions to keep health cost below the national trends)

- Stop Loss (self Insured)
- Life Insurance
- Dental Insurance
- Vision Insurance
- Sick Leave
- Pension
- Disability
  - Short-Term
  - Long-term
Payroll / Records

- 24 pay periods
- 26 pay periods
- Monthly pay periods
- Direct Deposit
- Official Employee File *(regular file/confidential-medical files)*
CONFIDENTIALITY

- Adverse Actions
  - Suspensions
  - Demotions
  - Terminations

- Only those who have a legitimate business need to know... should be informed.
#5 Workplace Trends

- Expect the long-predicted wave of baby-boomer retirements to gain steam.

- Expect health-care insurance costs to continue to increase.

- Expect to see the employment door continue to revolve. Job tenure is spinning ... down to less than four years in the private sector.

- This is another headache-inducer with the loss of experienced boomers and the movement in and out of younger workers, it’s hard to build bench strength or keep “talent” around long enough for succession plans to take effect.
Workplace Trends

- Expect more attention to security in the workplace.

- The post-9/11 world brought more locked doors, surveillance cameras and employee badges to the workplace. Look for more attention in employee manuals and policies to Internet security.

- Technological marvels:
  - Face Book/Twitter
  - Cell phones that can take pictures
  - E-mail
  - Internet
  - Blogging Employees
For more information on this topic...

a 6-hour course on Human Resources will be offered on January 31, 2011 in Atlanta at the Marriott Marquis.

Consult your ACCG 2011 Training Schedule...