

# 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 **

**YOU'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?

YES

- Did you graduate from high school?

## DO'S AND DON'TS EXAMPLE 2

NO

- Are you a United States Citizen?

YES

- Can you legally work in the United States?

## DO'S AND DON'TS EXAMPLE 3

NO

- Can you do heavy lifting?

YES

- Can you lift 50 pounds?

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



IT'S A TIGHT JOB MARKET!



The background of the right side of the image is a blurred document, likely a job advertisement. A magnifying glass is positioned over the text, which includes the following details:

**WORKERS  
NEEDED**

Previous inpatient rehab, acute or rehab nursing therapy experience desired. Current Ohio licensure required.

Work in inpatient hospital or rehab or acute. Responsible for completion of all clinical data, ICD-9-CM coding, and other data certification preferred. Experience in a medical records department in an acute or rehab hospital preferred.

Apply to [unclear] at the [unclear] or [unclear] at [unclear].

# 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