



HONESTLY

HR TIPS AND TRICKS

REAL

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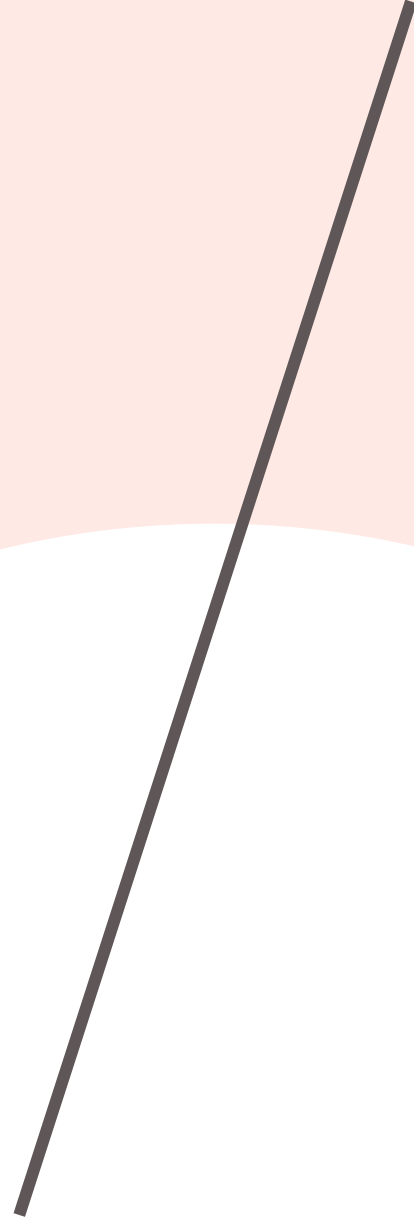
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01



C O M P L I A N C E

01

The HR Trail, LLC was created to be an asset to small and medium-sized businesses that don't have the time or resources to worry about human resource compliance. We formed our company around the basis of people. Our motto is Creativity + Passion = Purpose. Simply meaning we strive to find our client's purpose - the reason they began their business in the first place. To find their purpose begins by us helping pull out their creativity and reminding them of their passion.

Let's be real, no one really enjoys the tedious tasks of compliance. Over the last few decades, it has become increasingly overwhelming for small to medium-sized businesses to keep up with the daunting compliance and regulations mandated by law. So many small business owners try to wear too many hats at once and they are not able to stay up-to-date with the new and/or revised laws.

Let's dive right into several very important compliance factors for small businesses.

1. Are you paying your employees at least the minimum wage?

The laws are constantly changing and if you are in a state that changes quite frequently, it is vital to keep up with the minimum wage standards. If you are not paying your employees at least minimum wage then you are expected to pay back wages. If you ever have an audit completed by state or federal government officials you could face some steep fines.

2. Do you really know when you have to pay overtime?

If a worker is exempt (salaried) then you do not need to pay overtime. If a worker is non-exempt (hourly) then you must pay time and a half for any time over 40 hours in one workweek. Even if your hourly employees work over 40 hours in a week and you don't approve it - you still have to pay it. Now, that being said, there could be consequences for that employee BUT you must still pay their hours that they worked.

3. Understanding medical coverage required of you as an employer.

Do you have 50 or more FTE's (full-time equivalent employees)? If you answered yes, then you must provide affordable health coverage for your employees that also meets the minimum coverage requirements by federal regulations.

4. Avoiding discrimination on job applicants.

Do you know what "Ban the Box" is? If not, we need to talk. Several states have adopted "Ban the Box" meaning that you are legally not allowed to ask a job candidate if they have an arrest or criminal conviction history. Never ask on a job application the following: birthday, dependents, and disability status. Always utilize standardized interview questions for every applicant.

5. Protecting your employees from workplace harassment.

Do you have policies in your company handbook to address workplace harassment? No? Well, pay close attention to the next chapter as to why a company handbook is vital to an employer.

Compliance can be exhausting, I know. On the other hand, paying large fines and facing a jail sentence may make compliance seem like a walk in the park!



02

H A N D B O O K S
& J O B
D E S C R I P T I O N S

02



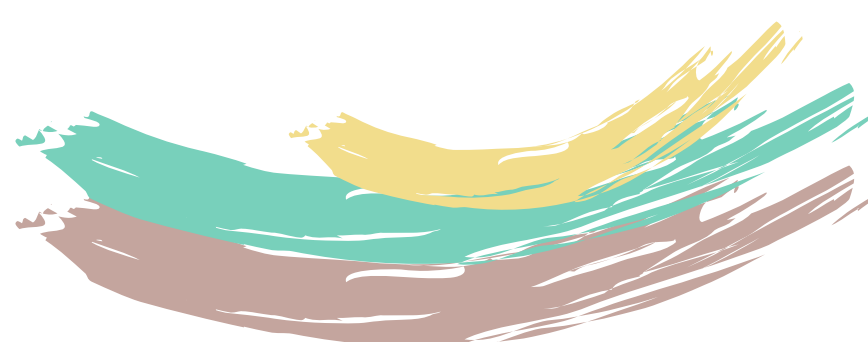
Company handbooks are vital to any employer. They help increase the protection for the employer around any legalities and serve as a guide to employees on the company policies and procedures. Handbooks introduce employees to the culture, mission, and values of the company.

Your company handbook should communicate to the employees what is expected of them. A well-written handbook provides a clear and concise understanding of responsibilities and procedures. Benefits offered to employees should also be listed within the handbook. Remember, a robust benefits package can retain and attract new talent!

No matter what state you conduct business in, you are subject to state and federal laws. Sometimes even local laws. Policies should communicate rights and obligations regarding state disability leaves, FMLA leave, as well as other government obligations.

Did your employees sign off on an acknowledgment sheet? What's that? Well, that could be the one thing that helps you overcome any employment claims. All employees should sign off on a company handbook acknowledgment sheet that simply states they will abide by the policies and procedures listed out in the company handbook.

Do employees have a clear outline of what to do if they are being sexually harassed or feel uncomfortable in the workplace? The company handbook should list steps for an employee to follow if they are running into issues that are not being resolved. If this isn't in your handbook, expect a high level of turnover.



JOB DESCRIPTIONS

Why spend time developing job descriptions?

Recruitment strategies: clearly outlining the description of the position you are hiring for. Applicants will be prepared for the job duties and responsibilities outlined before accepting the position.

Interview questions can be formed around the job description.

Compensation plans can be developed from job descriptions based on duties and responsibilities and qualifications.

Job descriptions can determine if an employee may need additional training and development.

They can be utilized to communicate clear expectations of the position.

What should be included in a job description?

Classification of position and who the position reports to.

Summary of key duties.

Detailed list of responsibilities.

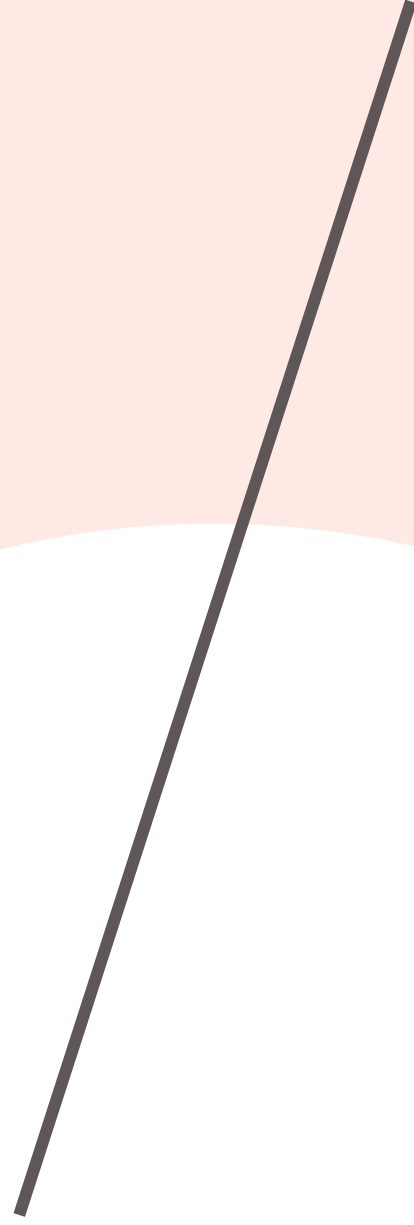
Description of experience, skills and qualifications needed for the job.

List any special working conditions, physical requirements and supervisory responsibilities.

Empowering our clients

The HR Trail, LLC offers free job description templates!

03



D O C U M E N T A T I O N

03

Ultimately, almost every employee will have to be disciplined, terminated or will resign at some point throughout their employment. If you never have this happen to you, consider yourself lucky! Having a system in place for documenting incidents can help employers when making tough decisions around employment or disciplinary procedures. Proper documentation reduces the risk of legal liability.

Accurate documentation allows decisions to be made with as much information as possible. Documentation also allows companies to be as consistent as possible in employment decision making processes. Whenever an incident occurs, documentation needs to happen immediately to accurately gather the facts.

Always describe the incident or conversation in detail the conduct that occurred but don't ever embellish the situation. Documentation should also be dated and signed by the person completing the report.

SO WHAT SHOULD BE INCLUDED?

ABSENTEEISM AND TARDINESS

Accurate record keeping and consistent fair administration are important in maintaining an efficient workplace.

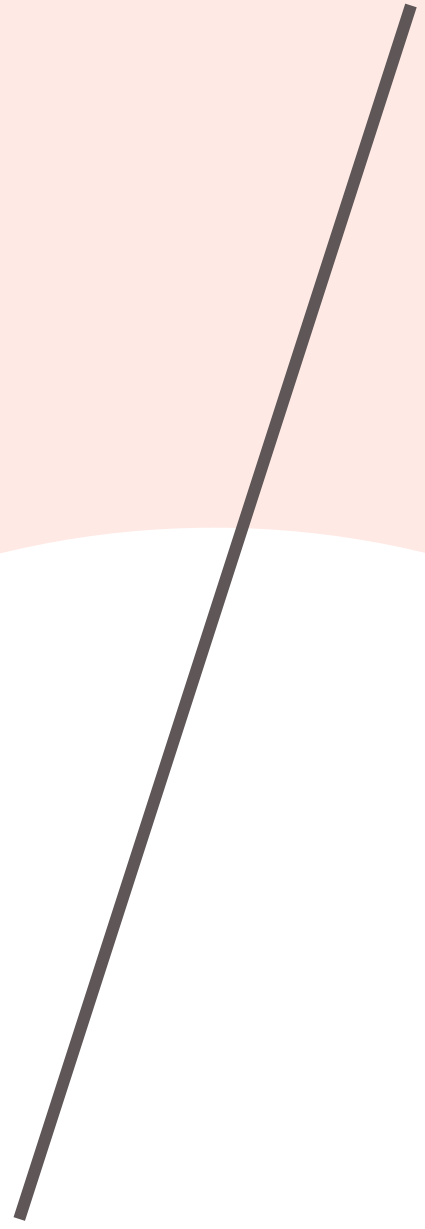
DEFICIENT PERFORMANCE

Document the discipline implemented as a result of poor performance.

MISCONDUCT AND POLICY VIOLATIONS

Even verbal discussions should be documented, dated, and signed.

04



C U L T U R E

04

Culture

Culture is imperative to your organization because it shapes your corporate identity and therefore your growth for the future. Culture paves your way to success and the lasting legacy you leave. A foundation built on a positive culture can impact your team, and in turn, provide trust and respect from your team.

Having a defined company culture provides your team with excitement about the future. Celebrate successes and create an environment when your employees enjoy coming to work every day.

If you are finding it difficult to change the culture, look in the mirror. If the culture is toxic and you know it, the change has to start with you and the leadership team. Sometimes that includes making extremely difficult decisions to let some key employees go if they are not on board with the positive culture change of the company.

Remember that a positive culture impacts performance and employee well-being. What are the most important assets within your company? Your employees. The change for a positive culture in your company starts with one thing: change. Be that change.

By reading this, you are already one step closer to creating an extraordinary workplace!



BONUS

S E L F - C A R E

BONUS

Self-Care

You think the hard part is over with right? Nope. Self-care is one of the most lacked, yet most important skills in running a business. Why do we put ourselves last? It's just in our nature, unfortunately. We strive for success in our professional and personal lives but never think about what it takes to care for the person striving for those successes.

Here are a few easy habits to get you started!

1. Know your worth. Self-care is important and it's a great reminder to yourself and others that you and your needs are important too.
2. A healthy work-life balance. Workaholism is not a virtue or something to be proud of. Take a break from work, setting a time to stop working (yes, that means not picking up your phone) will help you start a habit that can help you and enhance your personal relationships.
3. Stress Management. Constant stress and anxiety have adverse effects on your mental and physical health.
4. Start living and stop just existing. Live for the moments that will create memories and have a lasting impact on your life.
5. Better physical health. Eat healthy meals which increases energy levels while adding 30 minutes of exercise into your life daily. Remember sleep is so important in your mental and physical health!

Credited Article: Forbes.com





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