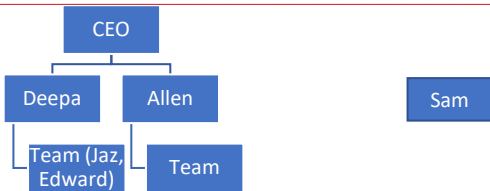


HR Basics – Mitigating Employment Risk

| Slide #/ Topic | Scenario | Design Elements |
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| Introduction | <p>Knowing and understanding basic human resource laws and regulations is essential for every manager. There are federal and state laws that are updated and changed on an annual basis and without HR expertise, it is difficult to know how to appropriately handle the myriad of situations that arise throughout the employment lifecycle.</p> <p>As a manager/supervisor it's imperative that you understand how to navigate human resources basics from the employee and the employer perspective. Recognizing when you have an issue and taking the correct steps to mitigate any risk promotes a positive work environment and avoids breaking basic employee related state and federal laws.</p> | |
| Learning Objectives | <p>As a result of this training, you will:</p> <ul style="list-style-type: none"> • Build awareness of the most common HR laws and regulations • Recall and correctly apply most employment laws for risk mitigation. • Recognize situations and phrases that are “triggers” for contacting human resources • Proactively assess the behaviors and issues that require documentation. | |
| Set-up | <p>In this course, you will learn how to apply the 6 most common federal HR laws using real life scenarios of a group of employees as they encounter different situations. You will see how HR laws and related concepts arise in multiple areas throughout the employee lifecycle.</p> | |
| Scenarios |  <pre> graph TD CEO[CEO] --> Deepa[Deepa] CEO --> Allen[Allen] Deepa --> Team1["Team (Jaz, Edward)"] Deepa --> Team2[Team] Sam[Sam] </pre> <p>This is a fictitious office at our company that will grow and evolve over the course of 2 years during this course.</p> <ul style="list-style-type: none"> • There is one very supporting CEO, who has two distinct teams. • Deepa and Allen are the two team managers. • Edward and Jaz are members of Deepa’s Team. • Sam is the HR Business Partner responsible for assisting this practice. | <p>Introduce the characters This is for design purposes only.) (Deepa – Woman - Indian Edward - Man - White Jaz - Woman - Asian Sam - HR Business Partner - Man – White Allen – Man – Black</p> |

Commented [VF1]: Decent introduction and why this course matters. Should be tightened up and split.

Commented [VF2]: Pretty good learning objectives – the last two were too ambitious for this course.

Commented [VF3]: Fun set up for this course – various real-life scenarios where learners will be presented with a problem and then solve it based off a common HR law. As you’ll see we just start with the kernel of an idea but not a full scenario.

Commented [VF4]: Loved the focus on diversity for this project

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| Interviewing | <p>Deepa hires Edward</p> <p>She does a good job ensuring that her interview process was objective and fair. She ensured that each candidate followed the same process, that the interviewers were prepped to interview for specific and different topics, and that each interviewer asked each candidate the same questions. The reason to choose Edward was apparent.</p> | |
| Interviewing | <p>Laws/Rules/guidelines</p> <p>Here's what you need to do when interviewing to stay compliant.</p> <p>You must have a consistent and fair interview process. Not only is this a best practice, but it reduces bias, mitigates discrimination claims, and complies with the interviewing requirements for practices with federal contracts. (OFCCP)</p> | <p>What not to ask during interviews</p> <p>Can't ask past salary</p> |
| FLSA | <p>Edward is excited to join Deepa's team. Deepa sits down with Edward and reviews the job description, expectations, and pay data. Edward does routine office work under direct supervision of Deepa and doesn't make independent judgements on a regular basis and does not manager or supervise anyone. He is an hourly employee.</p> | <p>Deepa and Edward sit down to talk.</p> |
| FLSA Information | <p>There are two main times when FLSA comes up.</p> <p>The Federal labor standards act (FLSA) governs how employees are paid, break periods, and if they are eligible for overtime.</p> <p>New Hire</p> <p>When an employee starts, they will want to know what their status is as it relates to the way in which they are paid exempt vs. non-exempt.</p> <p>Job Changes (promotion, transfer, etc.)</p> <p>When an employee changes jobs, this could affect their job status.</p> <p>Exempt – Paid by the year for the job to do – irrespective of the hours it takes. No overtime is included (Consideration also includes: spending a majority of their time making independent judgements, may manage others, responsible for hiring, firing decisions)</p> <p>Non-Exempt – Paid by the hour and gets paid time and half for any hours worked over 40 hours in a week. Overtime is paid at 1.5 times hourly rate. (Considerations include: Does work that is often repetitive, at the direction of others, and does not exercise a majority of their time using independent judgement.)</p> | <p>LINK TO FLSA LAW</p> <p>Ask your HRBP if you have specific questions</p> |

Commented [VF5]: Intention here from client was that this would be an interactive scenario. It's currently written as just a plan, narrator read scenario – this will need to be updated.

Commented [VF6]: Slide title?

Commented [VF7]: Haven't introduced this acronym

Commented [VF8]: Great opportunity for some back and forth narration and a real scenario.

Commented [VF9]: As you have seen – very little direction when it comes to graphical elements onscreen.

Commented [VF10]: Good information here but it's unclear what the takeaway is for the learner. This was the original ending to the section and then it moved on to a new topic. Definitely need to add in some transitions and summary slides.

Commented [VF11]: Incorrect name of law!

Commented [VF12]: Client noted this concept was difficult for individuals to grasp – could be a good spot of a quick knowledge check.

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| <p>1:1 Conversation</p> <p>FMLA</p> | <p>Edward has been working for Deepa for almost two years when in their regular 1:1 meeting, he tells Deepa that he is excited that he and his wife, Sarah, are going to have their 2nd child.</p> <p>As Sarah's is approaching her last 2 months before her due date, she is ordered to go on bed rest until the baby is due and is not permitted to drive.</p> <p>Edward goes to Deepa and says that he has to take time off work to drive his wife to her doctor appointments. Edward and Deepa both contact their HR Business Partner. *</p> | <p>Deep and Edward sitting down talking (or on video) – Congratulations!</p> <p>Deep and Edward sitting down talking (or on video)</p> <p>HR Business Partner zooms in Helps with Intermittent FMLA and pre-arranged FMLA when the baby arrives</p> |
| <p>Intermittent FMLA</p> | <p>This is known as intermittent FMLA- Job protected leave to care for a family member with an illness, and needs to be tracked.</p> | <p>** HR BP can direct to the proper HR experts – Benefits, leave, etc.</p> |
| <p>FMLA</p> | <p>Sarah and Edward have a baby and Edward takes 2 months off for FMLA. FMLA provides job protected leave in the case of a new child in the family.</p> | <p>Deepa and Edward talking.</p> <p>** This is FMLA – was pre-arranged and scheduled with Deepa and HR involved in the planning</p> |
| <p>FMLA Take-away</p> | <p>Job protected leave under FMLA, is for employers with 50 or more employees in the company, this law becomes applicable after an employee has been with the organization for 12 months and has worked for at least 1250 hours in those 12 months.</p> <p>Eligible employees can take FMLA for several reasons:</p> <ul style="list-style-type: none"> • For the birth or adoption or foster care of a child • To care for a spouse, son, daughter, or parent with a serious health condition • <i>For their own serious health condition</i> | |

Commented [VF13]: Jump right into a topic change without alerting the learner.

Fun idea for the FMLA section and I like the interactive elements of being on a video call – fits our current climate well.

Commented [VF14]: Glad to see a takeaway here but we should make sure to match this on each section so they flow the same way.

Overall a lot of narration on this course, will need to see what can be tightened and what can be put onscreen instead.

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| | <p>FMLA can be straight time or Intermittent time (IFMLA). FMLA is 12 weeks or can be broken down into 480 hours on a rolling calendar year.</p> <p>FMLA can be extended beyond 12 weeks based on certain state FMLA laws.</p> <p>Example of straight FMLA: An employee is out of work for 8 straight weeks for childbirth. The entire time is covered by FMLA</p> <p>Example of Intermittent FMLA (IFMLA): An employee is required to attend chemo therapy, once a week for 4 hours a week for 8 weeks. This time would be covered by FMLA.</p> | |
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