## HR Basics – Mitigating Employment Risk

| Slide Title | Narration | Slide Content | Design Elements |
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| **Welcome** | [narrator] Welcome to the course U.S.HR Basics – mitigating employment risk. | Human Resources (HR) Basics: Mitigating Employment Risks<br><br>Welcome subtitle<br><br>Click next to begin course | company branded slide |
| **Introduction** | [narrator]<br>As a manager or supervisor, you need to understand basic HR laws so you promote a positive work environment, and avoid unnecessary risks. | It is essential to know and understand basic HR laws. | Text fade in with narration.<br>Background image of team talking together.<br><br><br>Auto advance slide |
| **Why This Matters** | [narrator] Employment risk is about the people.  Mitigating employment risk begins with awareness. Anyone employed presents an element of employment risk.<br><br>As a manager or supervisor, it is your responsibility to manage your employees within the expectations of applicable federal and state laws.<br><br>When you know the laws and understand the risks associated with different situations, you can help mitigate it.  Mitigating this risk is essential for promoting the brand, attracting and retaining employees, promoting an inclusive work environment where people can be their best selves, and avoiding unnecessary lawsuits and litigation. | Mitigating employment risk begins with awareness.<br><br>Employees, potential employees, and anyone else who is employed present an element of employment risk.<br><br>It is your responsibility to manage within the expectations of our core values.<br><br><br>Mitigating risk is essential. | Text fad in/out with narration.<br>Background image of diverse ppl talking.<br><br><br>Switch image to maintain visual interest.<br><br><br>Auto advance slide |
| **Learning Outcomes** | [narrator] By the end of this course, you'll be able to do the following: | By the end of this course, you will:<br>• Understand the most common HR laws and regulations that managers need to know.<br>• Comply with employment laws to mitigate risk.<br>• Recognize when to contact your HR Business Partner (HRBP) for help | 70/30 view (bullets, image)<br>Bullets fade in |

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|  |  | • Proactively assess the behaviors and issues that require documentation. | Manual advance slide |
| **Course Structure** | [narrator] In this course, you will learn how to apply six of the most common federal HR laws by following a group of employees at a fictitious practice.<br><br>You'll see how HR laws and related concepts arise in multiple areas, and help the team grow and evolve over the course of a few years. | We'll cover the following laws and policies:<br>1. Fair Labor Standards Act (FLSA)<br>2. Americans with Disabilities Act (ADA)<br>3. Health Information Portability and Accountability Act (HIPAA)<br>4. Family and Medical Leave Act (FMLA)<br>5. Our Whistleblower and Retaliation Policy<br>6. Equal Employment Opportunity Commission (EEOC) | Bullets fade in |
|  | Here is an org chart of this fictitious practice. Click on each person to learn more. | **CEO:** This is the CEO of the office. He is very supportive.<br>**Deepa and Allen:** There are the two team managers at the practice.<br>**Jaz & open position**: Jaz has been a part of Deepa's team for about six months, and there is an open position on the team.<br>**Sam:** Sam is the HR Business Partner (HRBP) responsible for assisting this practice. | Org chart with images of people and names<br>Reveal text when the learner clicks on different team members. |
|  | When ready, click next and we'll begin with a hiring scenario on Deepa's team. |  | Manual slide advance |
| **Scenario 1: FLSA** |  | Scenario 1: Fair Labor Standards Act (FLSA) | Background image of working office<br>Auto advance slide |

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| Setting the Scene: Hiring | [narrator] As you saw on the org chart, Deepa has an open position on her team. She wrote and posted an accurate job description that has been posted for about a week.<br><br>She has received some good applications, followed the screening requirements, and is ready to begin interviewing.<br><br>Deepa reaches out to Sam, her Business partner. <sound effect of outgoing Teams call> | Setting the Scene: Hiring (title) | <Image of Deepa at her desk looking through papers.><br><br><Fade out to see computer screen with Teams image and image of same. Image of Deepa talking with Sam.><br><br>Auto advance slide |
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| Interviewing Best Practices | <sound effect of Teams call being answered><br><br>[Sam]Hi! As your HR Business partner, I am a resource as you navigate hiring new team members. We already have a lot of best practices and suggestions available. Let me share a few of them with you.<br><br>First, we have a course on how to appropriately post jobs.<br><br>We have an interview guide - for best practices on how to conduct interviews, what questions to ask, and who should be involved in the process.<br><br>And we have a list of some prohibited interview questions you should never ask. See our Recruiting site for more information.<br><br>I encourage you to explore and save these resources before continuing. | Buttons for:<br>• Course: Job Posting and the OFCCP<br>• Interview Guide<br>• Prohibited Interview Questions<br>• Recruiting | Full screen image of Teams call with Sam talking through elements.<br><br>Buttons fade in with narration<br><br>Switch out Sam's image to maintain visual interest about halfway through<br><br><br><br>Manual advance slide |
| The Scenario: Hiring | [narrator] After talking to Sam, Deepa interviews Edward.  She reviews the job description, role expectations, and compensation.<br><br>[Deepa]In this role, Edward, you'll do routine office work under direct supervision, and you will not manage or supervise anyone. The position is non-exempt. | The Scenario: Hiring (title)<br>Role details:<br>- Routine office work under direct supervision<br>- Not a supervisory role<br>This position is non-exempt. | Background: blurred image of Deepa's office<br><br>Edward listening and Deepa talking |

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| | [Edward] I'm definitely interested, but I'm not sure what non-exempt means.<br><br>[narrator] Let's explain! | | Switch images to Edward talking and Deepa listening<br><br>Auto advance slide. |
| Exempt vs Non-Exempt | [narrator] The Fair Labor Standards Act or FLSA governs how employees are paid, their break periods, and if they are eligible for overtime. All employees will want to know what their status is as it relates to how they are paid. | Exempt v.s. Non-Exempt (title)<br>Fair Labor Standards Act (FLSA) (subtitle)<br><br>The FLSA governs how employees are paid, their break periods, and if they are eligible for overtime<br><br>Button: Click here to see the full law | 70/30 layout (image of government building)<br><br>Items fade in/out with narration |
| | There are two types of employees: Exempt and Non-Exempt. When you fill a position, it is essential to comply with the FLSA law and make sure you correctly classify a new position. Click on each type of employee to learn more. | Button: Exempt<br>Button: Non-Exempt<br><br>Exempt pop out: Exempt employees often spend much of their time making independent judgments. They may manage others or are responsible for hiring/firing decisions.<br>Exempt employees are paid annually for filling specific roles, irrespective of how many hours it takes.<br>No overtime is included.<br><br>Non-Exempt pop out: Non-exempt employees frequently perform tasks at the direction of others. They are paid by the hour for doing specific work. Managers should be aware of state overtime laws for their employee's location. Reach out to your HRBP for more information. | Switch image from building to two women working<br><br>When clicked, buttons pop out lightbox style slides with partially transparent blue backgrounds, white text, x to close |

| | Then click next to quickly test your knowledge of this important part of the FLSA. | | Manual advance slide |
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| Knowledge Check | | Edward is a non-exempt employee. Which are true for him? Select all that apply then click submit.<br><br>He is paid by the hour (Y)<br>He receives overtime pay(Y)<br>He is paid an annual salary (N)<br><br><br>Correct answer justification: That's right! As a non-exempt employee, Edward is paid by the hour and receives overtime pay.<br><br>Incorrect answer justification: Not quite. As a non-exempt employee, Edward is paid by the hour and receives overtime pay. | Submit button |
| Hiring Scenario Conclusion | [narrator] Now that the distinction between exempt and non-exempt is clear, Edward is on board and Deepa offers him the position to join the team. | Hiring Scenario: Conclusion (title) | Updated org chart – replace open position with Edward smiling |
| Scenario 4: FMLA | | Scenario 4: Family and Medical Leave Act (FMLA) | Background image of man holding a baby<br>Auto advance slide |
| Setting the Scene | [narrator] Edward has been working for Deepa for almost two years. In a regular one-on-one meeting, he tells Deepa that he and his wife, Sarah, are going to have their second child.<br><br>[Edward] We are super excited about it. The thing is, Sarah is approaching her last two months, and her doctor just ordered her to go on bed rest until the baby is due and Sarah is not allowed to drive. So, I'm going to need to take some time off work to drive her to her doctor's appointments, which there are a lot of in the last two months. | Setting the Scene (Title) | Background: blurred image of Deepa's office<br><br>Edward talking and Deepa listening<br><br>Switch Deepa's image partway through |

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| | [narrator] How should Deepa respond? | Option A:<br>[Deepa] "Congratulations! I hope it's nothing too serious that's causing the bedrest. You have so much PTO, you should be able to take that time off."<br><br>Option B:<br>[Deepa] Congratulations! I hope it's nothing too serious that's causing the bedrest. I'm sure we can work something out. Let's give Sam a call. | Fade in white box with select boxes for each option.<br><br>Jump to Option A slide if chosen.<br>Jump to Option B slide if chosen |
| Option A | [narrator] Nice idea but this looks like something that would be covered under the Family and Medical Leave Act. Let's give Sam a call and see what he thinks. | | (incorrect choice)<br>Keep white box with options from previous slide but show correct/incorrect response<br><br>Switch to image of Deepa thinking<br><br>Auto advance slide |
| Option B | <sound effect – Teams outgoing call><br><br><br><br><br><br>[Deepa] Hey Sam. Edward needs some flexibility in his schedule as his wife has been put on bed rest until she has their baby. Can you talk to us a bit about the Family and Medical Leave Act, our parental leave policies, and what we can do to accommodate his schedule?<br><br>[Sam] Sure, absolutely! Edward has options. | | (incorrect choice)<br>Keep white box with options from previous slide but show correct/incorrect response (3 sec)<br><br>Edward and Deepa looking at her compute which has an image of a Team's calling Sam<br><br>Switch to Sam's image onscreen<br><br>Auto advance slide |

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| Intermittent FMLA | [Sam] There are a couple of different situations you are managing here, so lets' take them one at a time.<br><br>For the next few months, I recommend you use intermittent leave under FMLA. Employees can take job protected leave to care for a family member with an illness, or in this case, pregnancy. It's our company policy to use PTO first. After that, the time spent away from work is unpaid and will to be tracked. But this is job-protected leave. | FMLA allows for intermittent leave (IFMLA) to care for a family member with an illness.<br><br>Time spent away from work is unpaid, but job protected.<br><br>Button: See Our Leaves Team For Help | Full screen image of Sam talking with Teams call background<br><br><br><br><br>Auto advance slide |
| FMLA | [Sam] The other situation is if you want to take time off after the baby arrives.  FMLA also provides job protected leave when a new child joins a family. Additionally, Edward may be eligible for State or local leave benefits. I'll look into it!<br><br><sound effect of Team's call ending><br><br>[narrator]Edward arranges to take some intermittent time to take his wife to doctor's appointments, and then two months off when his child is born. These are covered under FMLA. | FMLA allows for leave to care for a new child.<br><br>Time spent away from work is unpaid, but your job is protected.<br><br><br>Edward arranges to take some intermittent time to take his wife to doctor's appointments.<br><br>He also schedules two months off for when his child is born. | Same background as previous<br><br><br><br><br><br><br>Fade in background of Deepa's blurred office and Edward holding a folder or paper.<br><br>Auto advance slide |
| FMLA Takeaways | [narrator] -- must comply with job protected leave under FMLA. Eligible employees may take FMLA for several reasons:<br>·       For the birth, adoption, or foster care of a child<br>·       To care for a spouse, son, daughter, or parent with a serious health condition; or<br>·       For their own serious health condition<br><br>FMLA may be straight time or intermittent time. | FLMA Takeaways (title)<br>Family and Medical Leave Act (subtitle)<br><br>Eligible employees may take FMLA for several reasons:<br>• For the birth, adoption, or foster care of a child<br>• To care for a spouse, son, daughter, or parent with a serious health condition<br>• For their own serious health condition<br>Button: Click here for some examples | 50/50 layout<br>Image should be of a family with new baby<br><br>Bullets fade in with narration<br><br><br><br><br><br>Button opens semi transparent blue light box slide with x to close |

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| | | Button Lightbox: FMLA applies after an employee has been with the organization for 12 months and has worked for at least 1,250 hours in those 12 months. Total FMLA time is 12 weeks, but if taken intermittently it can be broken down into 480 hours on a rolling calendar year.<br><br>Example of straight FMLA:  An employee is on leave for 8 weeks for childbirth.<br><br>Example of Intermittent FMLA (IFMLA): An employee is required to attend chemotherapy, once a week for 4 hours for a total of 8 weeks. | |
| | | | Manual advance slide |