

BEST YEAR YET CHALLENGE 2019

31 Days to Jump Start Your Best Business + Personal Growth Year Ever

DAY 7 - Human Resources Basics

As a small business owner, you wear many hats! Being the HR director means many things - you are the unofficial lawyer, psychologist, event planner, teacher, and peacemaker! Concentrate on the FHP to make sure you are working off a solid foundation.

FHP:

F - stands for FILES!

Employee Files

- I-9 - this is a file used by the US Government to identify and verify that your employee is eligible to work in the United States.
- General Information -Resume, reviews, documentation of employment or disciplinary action, training, evaluations, W-4 forms, payroll details and of course all contact information.
- Special Needs including restrictions or medical information.

Create an Employee File for each employee: _____

Create an Employee Checklist and attach it to the inside cover of your file. _____

Include each of the above forms/documents in each file: _____

H - stands for Handbook

Employee Handbook - every employee needs to be presented with an Employee Handbook for them to read, sign and agree to everything included in the document. This is your verification that the employee understands the job they are accepting, they are aware of what is expected of them as an employee and most of all it protects your business in the case of a dispute.

Do you have an employee handbook? _____

Does your employee Handbook include the following:

- a. Non Disclosure agreement _____
- b. Anti Discrimination policies _____
- c. Benefits and Compensation _____
- d. Security and Safety policies _____
- e. Code of Conduct - _____
 - i. dress code, business ethics, social media practices, etc.
- f. General Employee information _____
 - i. - work ethic, reviews, termination, etc.

- g. Vacation, PTO, and work schedules _____
- h. Termination policy _____
- i. Signed acknowledgment page _____

How old is your current Handbook? _____ (anything over 12 months should be updated)

What has changed in your business since it was last updated?

What is it missing?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have a digital copy of your Handbook? _____

P - stands for Posters

Every state or country is different, however, these posters are compliance posters and must be visible according to your local officials. You may receive these in the mail along with instructions and display requirements.

Do you have Compliance Posters properly posted in your place of business? _____

Time to Laugh: The Human Resource department quote: Yes. Doing your job is part of doing your job!

Making sure everyone is on the same page is KEY to a healthy workplace!