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Get Ready for a Costly Lawsuit

The Top Five HR Mistakes

Friday, June 23, 2017

2:00PM – 2:30PM

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Meet the Expert



Nicole Tackett

**Vice President
Lever1**

Key Takeaways

- Avoid five common industry HR pitfalls
- Hit budget by keeping employer costs low
- Avoid claims leading to morale issues and costly settlements
- Attract and retain staff

Pitfall #1: Undocumented Workers

- It's a criminal act to knowingly hire undocumented workers
 - Ensure forms are completed accurately
 - Store forms in a compliant manner
 - Use e-Verify
 - Audit regularly

Pitfall #2: Bonus / Overtime

- Bonus and Commission
 - Payments, Frequency and Rate
- Accurate Time Tracking
- Department of Labor Audits
- Discretionary vs. Nondiscretionary Pay
- Overtime Pay

Pitfall #3: Workers' Compensation / Injuries

- Proper Coverage
- Proper Class Codes Per Location
- Policy on Reporting Claims
- Drug Testing
- “Return to Work” Policies and Implementation
- Claims Management

Pitfall #4: EEOC Discrimination

- Hot Targets of the Equal Employment Opportunity Commission
 - Exempt vs Non-Exempt Misclassification
 - Inconsistent Enforcement of Policies
 - Nonexistent Auditing
 - Ignoring Complaints
 - Final Paycheck Regulations

Pitfall #5: Unemployment Rates

- Clearly Define Company Policies
- Employee Acknowledgement
- Job Descriptions
- Documentation on Performance
- Completing Unemployment Forms
- Handling a Hearing
- Cost Value

Questions?



Nicole Tackett

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 - Open “Top Five HR Mistakes”
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