

**HR News You Need to Know**

# HEADS

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# UP!



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# Document, Document, Document

**What is the big deal about documentation? Documentation is simply used to retain a record of an employee's employment activities at an organization.**

Documentation is often associated with negative actions or events like termination, written/verbal warnings.

However, documentation can be used for good too! Here are a few effective ways documentation comes in handy:

- Composing performance evaluations
- Recording the wins and successes of your direct reports for recognition
- Informing employees of company policies, processes, and procedures
- Providing clear expectations for performance and employee conduct
- Documenting team assignments and deadlines
- Summarizing a meeting discussion for clarity, understanding, and reinforcement of discussion points



When documenting an employee issue, it should always be objective and not subjective, in other words, factual not judgmental. You are recording events as they happened, not as you perceived them to be.

Documentation should be done in a timely manner so as not to forget any details, big or small. Carving out time shortly after an event or meeting to write down what occurred is best.

Managers and leaders should be trained on proper documentation, as it can be called into question during any sort of litigation activity.



Yes, even good documentation can become a tool in an employment litigation case. This is certainly where proper, consistent, honest, and objective documentation can be a huge help to employers who find themselves in this situation. It could mean the difference between being successful in proving your case and avoiding paying huge fines.

Take a moment to check your documentation processes.

**Do you have any? Is it a hit or miss? Are they crafted in a manner that's objective, clear, and concise?**

Our HR Ambassadors can help you create best practices for documentation and train managers and leaders on effective documentation.

**Reach out, we are happy to help.**

## Avoid Legal Pitfalls, Stay Compliant, Get Current

Every year there are plenty of lawsuits filed against employers related to labor law issues, harassment, discrimination, miscommunication, and negligence. Some of the most common legal battles employers face are:

- Meal and break violations
- Employee misclassifications
- Improper documentation
- Leave of absence mismanagement
- Lack of workplace and sexual harassment training
- Wrongful terminations



Have you checked your policies and procedures around these items?

If you have answered:

**“no,” “I’m not sure,” “hmmm,”  
“yeah, we revised our employee  
handbook in 2019, or was it 2020”  
There is work to do!**

We have all been trying to keep up with all the COVID-19 information and mandates that updating policies not related to COVID-19 and your employee handbook may have fallen by the wayside. Now that COVID testing positivity rates are low and mandates are being relaxed, it’s time to focus our attention on our policies and employee handbooks.

**There are several policies and laws that have been updated and enacted such as:**

- Leave of absences
  - Covered employers and eligible covered family members under CFRA
  - Covered qualifying exigencies under Paid Family Leave
- The necessity to provide FMLA to eligible employees
- Changes to employee benefits
- Changes to terms of employment
  - Work From Home/Hybrid Work Options
  - Full-time/Part-time
- Changes in employee headcount (up or down) and location of employees could mean changes in employment/labor laws that apply to your organization

Ensuring that your policies and employee handbook are up to date, clearly stated and defined, and made available to your employees is a step in the right direction to staying compliant and mitigating any lawsuits.

**If your company policies/documents and/or employee handbook needs to be refreshed, call our HR Ambassadors, we can help.**

**COVID-19 Business  
Response Plan (CBRP)**

**Do you have one?**

**It’s not too late to comply.  
Get your COVID-19 Business Response  
Plan today. Call our HR Ambassadors,  
we are ready to assist!**

*Celebrating Women Everywhere!*

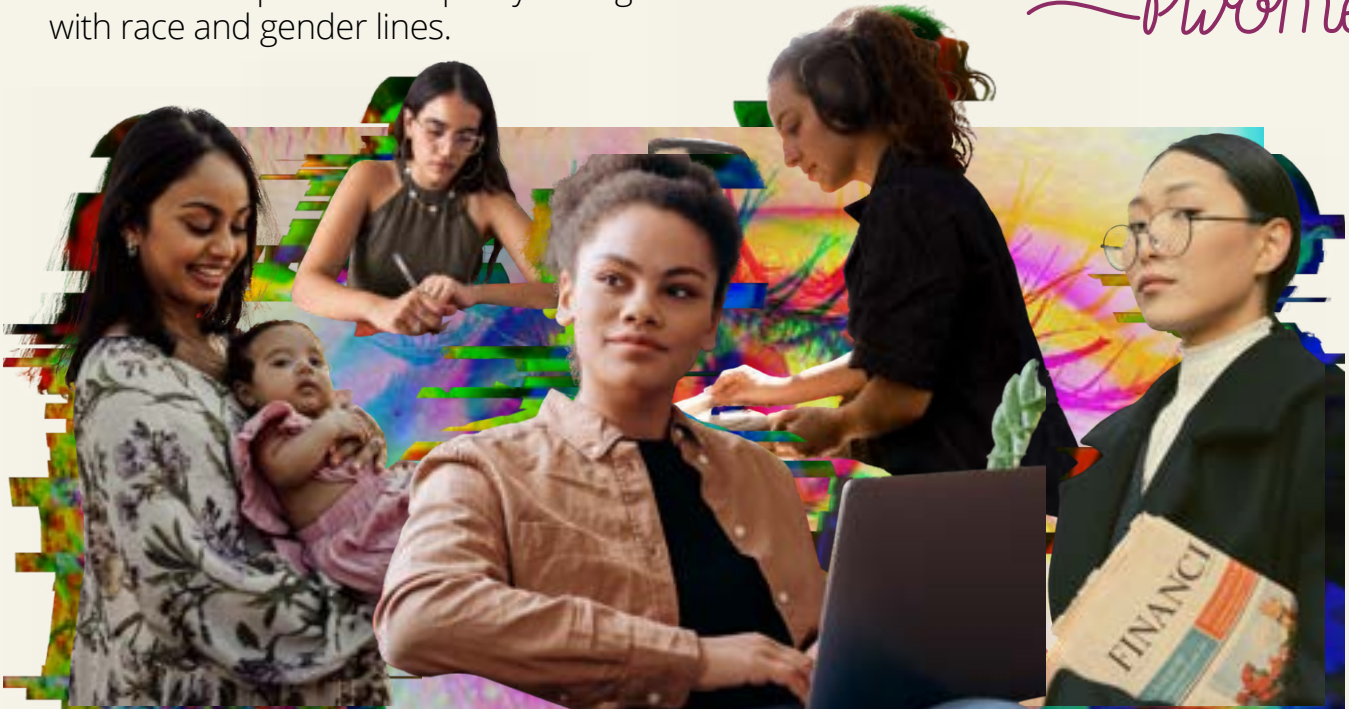
# Women's History Month

## Empowered Women

Women's History Month is a time to commemorate and celebrate the significant role women play in our society. Women all over the world have contributed to and continue to contribute greatly to science, medicine, business, finance, entertainment, politics, law, entertainment, the arts, community activism, social justice, and causes that promote equality along with race and gender lines.

This month and every month, fHRm wishes every woman walking in their purpose, seeking their purpose, making a difference in the lives of their family, community, and/or workplace - Happy Women's History Month!

*Empower Women*



**Happy Women's History Month!**  
**We applaud you and appreciate you for all that you do.**