4 Critical Policies to Have in Your Workplace This Year

Not legal, tax, or medical advice
Housekeeping

- We will email you the slides and recording
- Use the Q&A box to ask questions
- We’d love to hear from you in the polls!
- Please take our survey at the end of this webinar
Today’s Agenda

- EEO and Harassment
- Paid Sick Leave + COVID
- Remote Work
- Recruiting and Hiring

- Maximizing Policy Effectiveness
- Q & A

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Paid Sick Leave + COVID
The Patchwork of Applicable Laws

- Arizona
- California (+ COVID + local)
- Colorado (+ PHEL)
- Connecticut
- Delaware (PHEL only)
- Iowa (PHEL only)
- Illinois (local only)
- Kansas (PHEL only)
- Maine (+ PHEL)
- Maryland (+ PHEL)
- Massachusetts (+ COVID)
- Michigan
- Minnesota (local only + PHEL)

- Nevada (+ COVID)
- New Jersey (+ PHEL)
- New Mexico (+ PHEL)
- New York (+ COVID + local)
- Oregon
- Pennsylvania (local only)
- Rhode Island
- South Carolina (PHEL only)
- Utah (PHEL only)
- Vermont
- Washington (+ local)
- Washington D.C. (+ COVID)
But Even If Not Required, Offer Paid Sick Leave . . . *because pandemic*

- Require its use when employees are sick
- Send symptomatic people home
- Ensure your mid-level managers understand
- Offer WFH options if they exist
COVID-Specific Policies

- Masks, distancing, hand washing
- Quarantine, isolation, travel
- Vaccination leave
- Vaccine incentives
- Vaccine mandates
- If incentivizing or mandating, have an internal policy for how to deal with exceptions for disability, pregnancy, and religious belief

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EEO + Harassment
EEO = Equal Employment Opportunity

- Policy says you will not discriminate based on any of the listed protected classes and characteristics
- Includes federal and state protections
- Should be well-understood by managers

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An Example: California's EEO list

- Race and associated traits, including hairstyle
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity and gender expression
- Religion, including dress and grooming practices
- National origin, including language use restrictions
- Pregnancy, childbirth, or breastfeeding
- Marital status
- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Child or spousal support withholding
- Domestic violence, assault, or stalking victim status
- Medical conditions, including cancer and AIDS/HIV
- Political activities or affiliations
- Lawful conduct occurring during nonworking hours not on Company premises
- Credit report or credit information
- Prior non-conviction arrest record
- Any other protected class, in accordance with applicable federal, state, and local laws
Unlawful Harassment

• Your most important policy - period
• Define harassment, with examples
• Be clear that it's not tolerated
• Provide a mechanism for reporting
• Make sure anyone who might receive a report knows what to do with it
• Make sure it complies with state law
Complaint Procedure

- Might be integrated with unlawful harassment, might be stand-alone
- Should include at least two people or roles an employee can report to
- Ideally has an appeals process
- Provides timelines for management response (or at least hints at them, and internally you have established timelines)
- Make sure it complies with state law
Remote Work
We Are Back in the Woods

Bite the bullet, write the policies.
Key Policy Elements

Expenses
- Internet
- Cell phones
- Desks, chairs, monitors
- Is pre-approval required?
- Is there a lower limit that does not require pre-approval?

Expectations
- Hours online (e.g., any 8 hours per day, or between 9 and 5?)
- Preferred communication systems
- Metrics that will be tracked
- Monitoring, if any
- Using work property at home

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Ask Managers What They, and Employees, Need

- Meeting-free days?
- More reliable videoconferencing?
- Flexibility to deal with kids?
- Pre-made tools for keeping track of employee productivity?
Poll Question

How would you describe the current state of your HR department as a result of the Delta variant?
Recruiting and Hiring
Be Proactive About Diversity

This is mostly about practice rather than policy, but anything you want to be remembered by employees and managers is worth writing down.

These can be your *Guiding Principles* for hiring.
Finding and Attracting Candidates

- Write inclusive job descriptions
- When advertising, think about affinity groups, job fairs, local community colleges
- Review past applicants
Don't Overprioritize "Red Flags"

- Gaps in employment
- Short-term positions
- Arrest and conviction records
Just a Few Biases to Watch For

- Stereotyping (Women won't like heavy lifting)
- Halo/Horn effect (Two minutes late, or an amazing cover letter)
- Contrast effect (Good after bad makes both look more extreme)
- Similar to me (A cat person! A graduate of my college!)
Maximizing Effectiveness
Make Sure You Have The Right Policies

- Location, location, location
- Industry-specific needs
- Don’t have policies that you don’t implement or follow

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Give Employees Time to Read and Understand them

It’s Work Time

▪ Provide handbook or policies during the workday

▪ If not during the workday, then pay for the extra time to read them off-hours

▪ Provide sufficient time

Make Sure Managers Can Answer Questions

▪ Train on any policies that are complicated or important (like EEO and harassment)

▪ Point out policies that say, "see your manager"

▪ Provide HR as cheerful backup
Get an Acknowledgement

- Whether on paper or electronic, get proof that employees have seen your handbook or policies
- Failure to acknowledge does not let employees off the hook but might sink you in an unemployment hearing
How Mineral Can Help
Living Handbook

You likely already have access to this tool.

- Tracks Laws
- Handbook Alerts
- Policy Language

Living Handbook Plus

Includes all Living Handbook features, in addition to...

- Multi-State Compliance
- Employee E-Signature Acknowledgment
- Spanish Translation

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Poll Question

How can we help you today?
Q+A