


**Hello, Goodbye and Everything In-Between:
A Guide to HR**

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Comptroller's Mission


To Make Government Work Better

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How can HR assist you?



THE EMPLOYEE LIFECYCLE



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Hiring the Right Candidate

- Interviews
 - What not to ask
 - Behavioral-based questions
- Selection
 - Job role fit
 - Culture fit
- Onboarding
 - Informative and Interesting






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An Employee's First Day

- Make them feel welcome!
- Complete the federal I-9 form and E-verify
- Review and sign office policies and handbook






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Timesheet Recording

- Various methods used to verify employee time
- Records should *always be reviewed and authorized* by supervisor
- Approaches to collecting data
 - Exception basis
 - Completed timecards or timesheets
 - Computerized system

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Important Employment Laws

- Family Medical Leave Act
- Americans with Disability Act
- At-Will employment
- Abusive Conduct
- State and Federal Employment Posters




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Cultivating Culture

A strong workplace culture increases employee retention, overall workplace satisfaction, employee referrals, motivation and job satisfaction.

1. Create a meaningful and easy-to-remember mission statement
2. Identify and exemplify your core values
3. Create a sense of belonging for all
4. Address any issues creating negativity



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Employee Growth and Development

The importance of personal growth and development in the workplace.

94% of employees would stay if it invested in their career.

56% of employees would take a pay cut if their manager invested in their development.

74% of employees who were promoted did so because they didn't have enough time.

70% of employees indicated that job-related training and development opportunities influenced their decision to stay at a job.

1 reason employees stay is because they don't have enough time.

An essential workplace element leading to a stronger culture, retention and organizational success.

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Importance of Strong Leaders


respect
communication
care
fairness
credibility






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Performance Management



- Performance Review Process
 - Formal process facilitating a feedback conversation
- Performance Improvement Plan
 - Focused on specific improvements to help an employee succeed
 - Corrective action to improve or modify unacceptable behavior or performance







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Difficult Conversations

- Feedback
 - Positive
 - Constructive
- Conflict
 - Fight, Flight, Freeze and Fawn responses

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Disciplinary Actions

Disciplinary action is used to address and correct a behavior or performance issue while creating documentation in case the problem does not improve or occurs again in the future. It involves communicating the problem to the employee, investigating the situation, deciding on a course of action, and implementing the chosen disciplinary measure.

Documentation created as a result of the discipline process can help protect an employer if a termination or other adverse employment decision becomes necessary.

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Workplace Investigations

- Fact-finding process completed by HR or Legal Counsel
 - Conduct questioning in a private area
 - Explain the process
 - Take notes
 - Provide copies of applicable policies
 - Take the report seriously, but be careful not to promise a specific outcome at this stage
 - Keep any opinions to yourself
 - Prohibit retaliation

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An Involuntary Resignation

At-Will Employment allows you to legally hire, fire, suspend, or discipline any employee at any time. However, you may not discriminate against any employee based on a protected class.

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