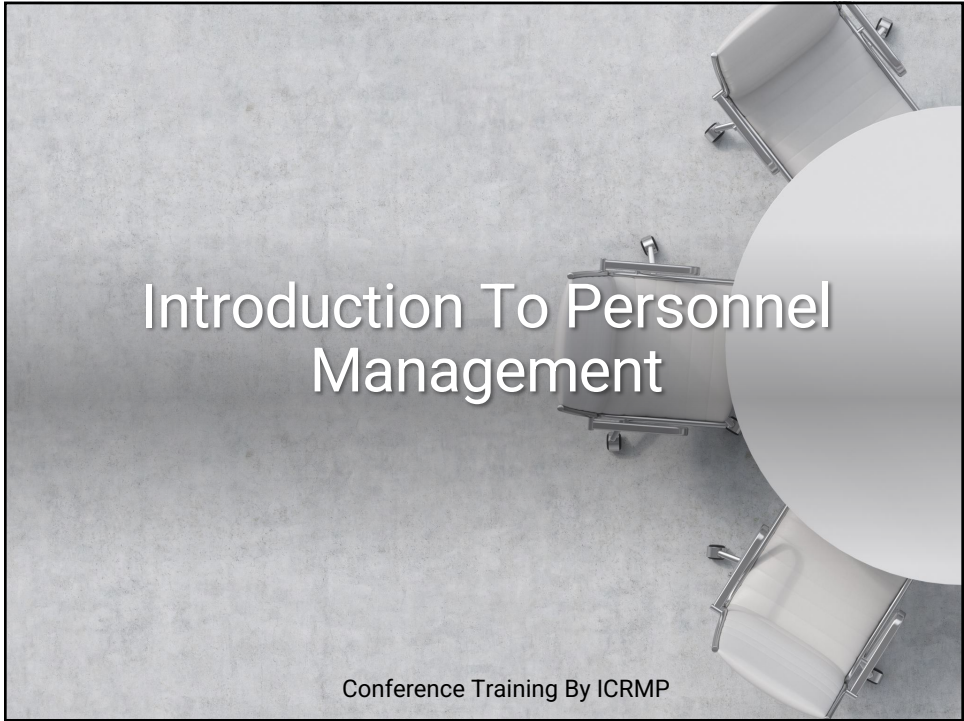




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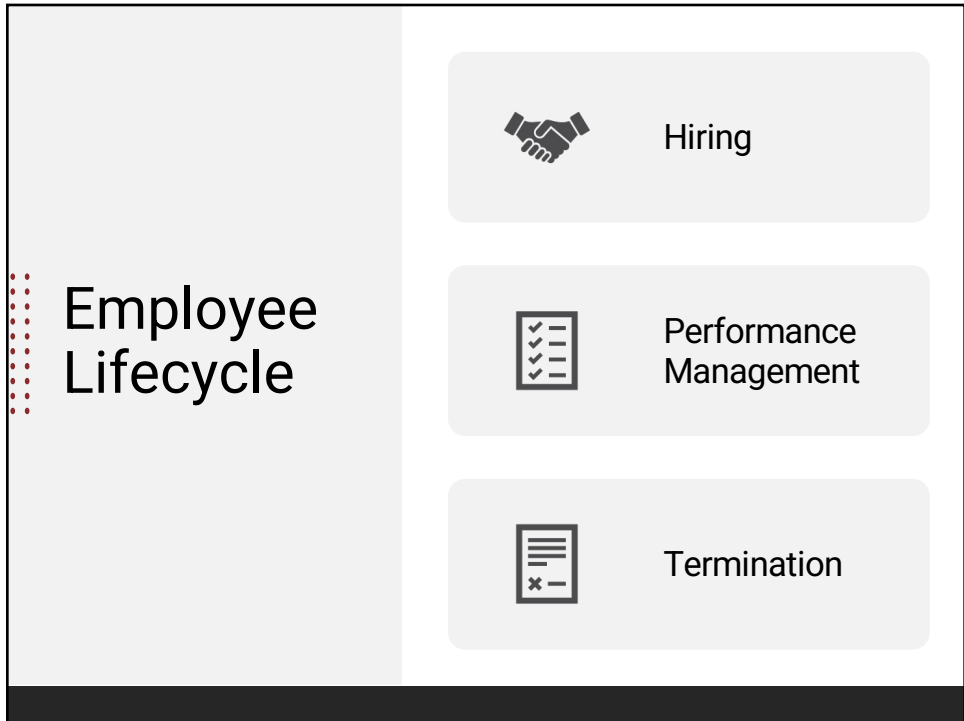
**Introduction To Personnel
Management**

Conference Training By ICRMP

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What do we need to manage?

-  Productivity
-  Retention
-  Litigation Risk

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Productivity

Productivity measures how efficiently an organization converts labor and capital, into goods or services.

- Providing the right tools
- Get rid of motivation killers
- Don't micromanage
- Get more out of meetings
- Encourage wellness



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Performance Management


- Training
- Coaching
- Performance Reviews
- SMART Goal
- Performance Improvement Plans (PIP)
- Disciplinary Action




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- Hope it will go away
- Don't want to upset the employee
- Scared of the reaction
- Confuse coaching with disciplinary action
- Don't know how to write it up
- Tired of talking about it
- We are friends

Why do we avoid taking disciplinary action?



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What employees think when you don't address it

- I am doing great
- I know how to do my job
- My supervisor is clueless
- It doesn't matter

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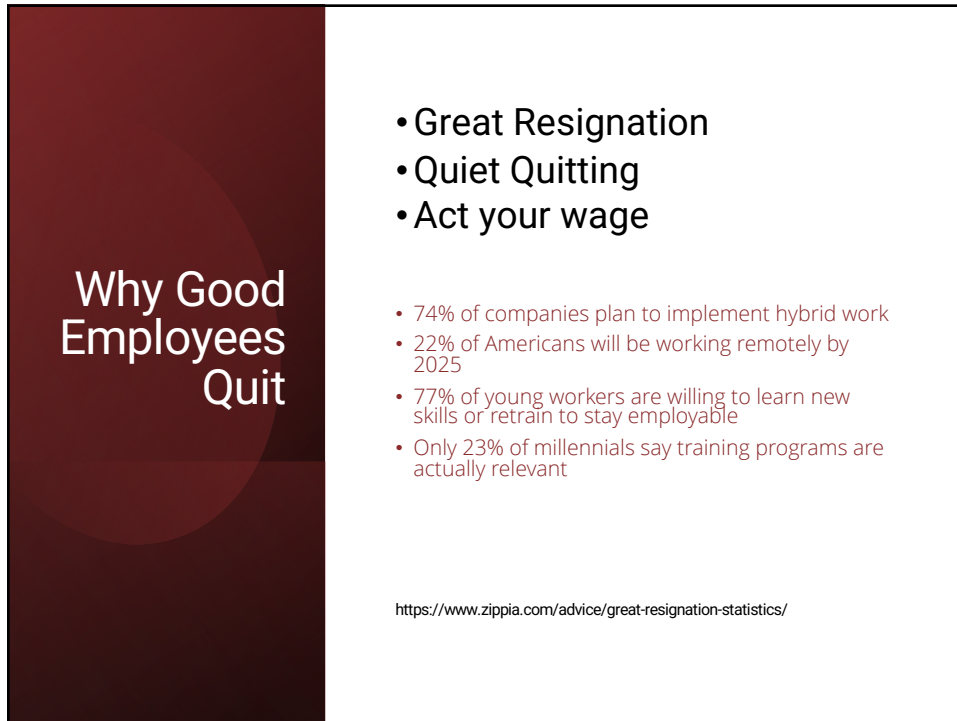
Drivers of employee retention

- Strong leadership
- Frequent feedback
- Recognition
- Opportunities for advancement
- Competitive compensation packages
- Work/life balance



er, engaged employees build bet
more successful organisatio

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Why Good Employees Quit

- Great Resignation
- Quiet Quitting
- Act your wage

- 74% of companies plan to implement hybrid work
- 22% of Americans will be working remotely by 2025
- 77% of young workers are willing to learn new skills or retrain to stay employable
- Only 23% of millennials say training programs are actually relevant

<https://www.zippia.com/advice/great-resignation-statistics/>

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Employment Laws

- Affordable Care Act (ACA)
- Americans with Disabilities Act (ADA)
- Age Discrimination in Employment Act (ADEA)
- Fair Credit Reporting Act (FCRA)
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- National Labor Relations Act (NLRA)
- Pregnancy Discrimination Protection Act
- Retaliation and Whistleblower Laws
- Title VII (Race, National Origin, Religion, and Sex discrimination)
- Worker Adjustment and Retraining Notification Act (WARN Act)
- All Idaho Labor Statutes, Title 44, 45, 8

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Documentation

- Resume/Application
- Job offer
- Job description
- Coaching notes
- Disciplinary action
- Reviews/Evaluations
- Certifications
- Performance improvement
- Commitments/conversations



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An employer should initiate the reasonable accommodation interactive process without being asked if the employer knows or has reason to know that the:

- Employee has a disability
- Employee is experiencing workplace problems because of the disability
- Employee's disability prevents them from requesting a reasonable accommodation

In other words, employers must recognize the need for accommodation even in the absence of an employee request.

#ignoring it is not an option



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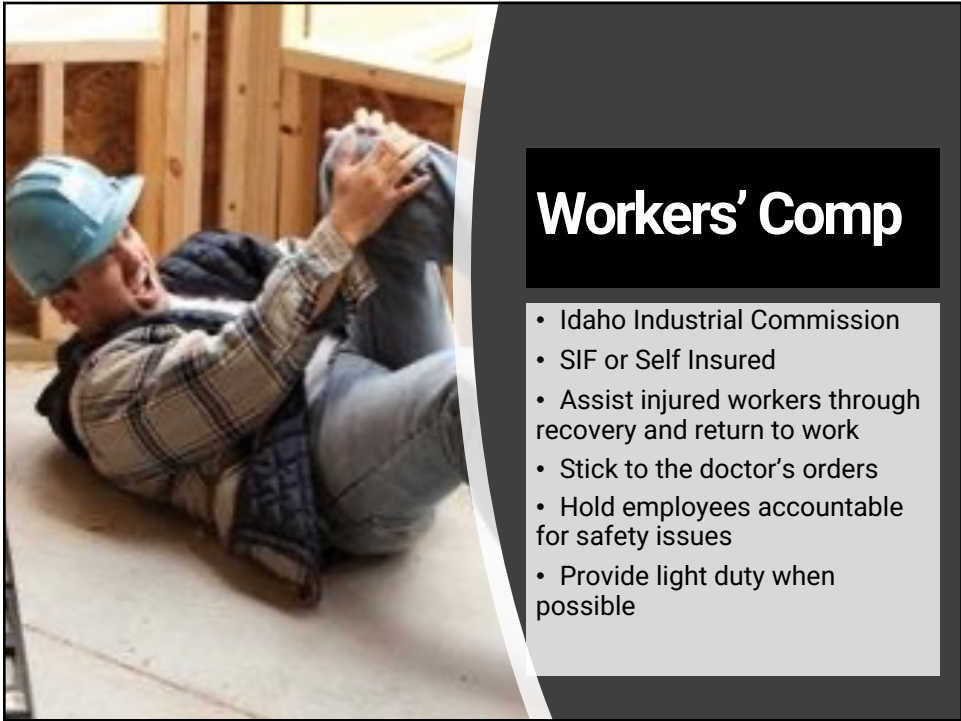
Family
Medical
Lea
Act

Supervisors

Roles, Responsibilities & Procedures

- Qualifications
- Procedures
- Considerations

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Workers' Comp

- Idaho Industrial Commission
- SIF or Self Insured
- Assist injured workers through recovery and return to work
- Stick to the doctor's orders
- Hold employees accountable for safety issues
- Provide light duty when possible

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Types of Supervisor Bias

(hiring, promoting, disciplinary actions, reviews, terminations, etc.)

Recency

Horns/Halo

Bell Ringer

Like me

Confirmation (Bad Apple)

Gender

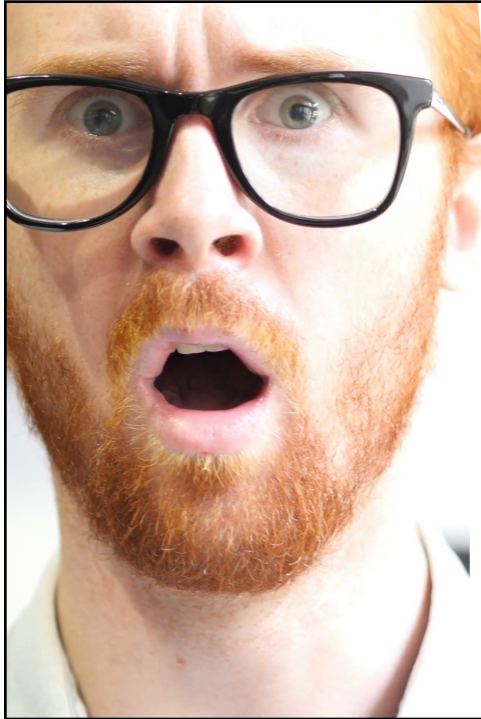
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Types Terminations

- Self (resignation)
- Constructive Discharge
- Job Abandonment
- Market or budget (layoffs or furloughs)
- Agency (fired for a reason)
- Retirement

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Why They Sue

- They are just the type who is going to sue
- Wrongful Termination
- **They were surprised**
 - 0-60 First action is the termination
 - Been doing it for years - long-term employee

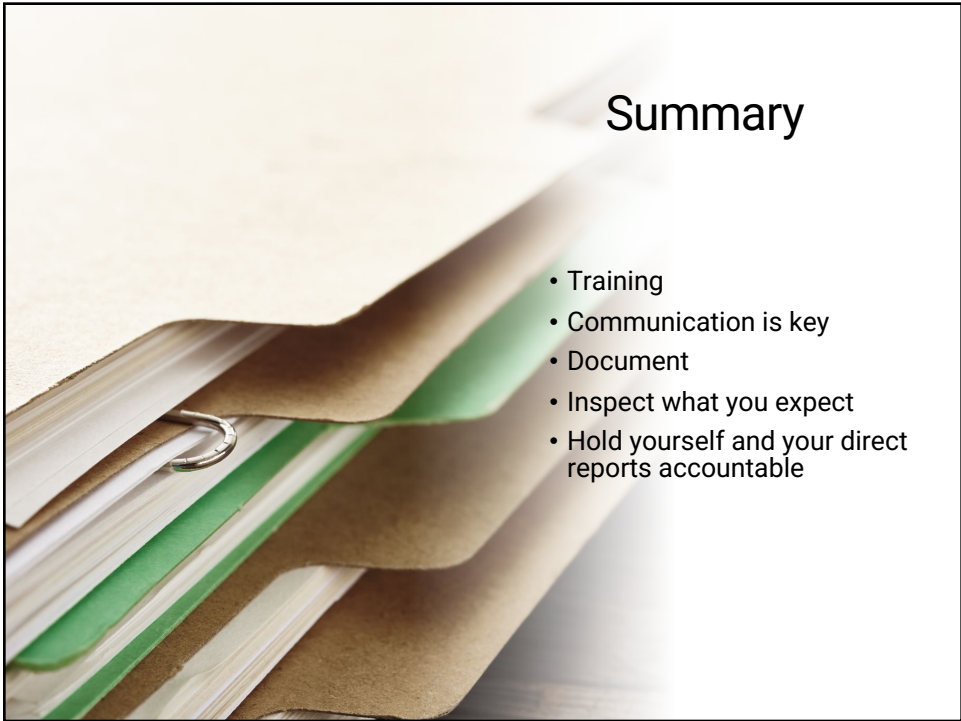
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Why We Lose Wrongful Termination Cases

- Wrongful Termination
 - Discriminatory
 - Retaliatory
- Actions are inconsistent
- Failure to follow policy/procedures
- Failure to address behavior in a serious way
- Lack of documentation
- Lack of training
- Employee has no knowledge of
- Employee had no opportunity to improve




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Summary

- Training
- Communication is key
- Document
- Inspect what you expect
- Hold yourself and your direct reports accountable

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Thank you

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