



**HR
ADVISOR**





HR Advisor Overview & Return to Work Best Practices

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Your Presenters Today

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Legal Disclaimer

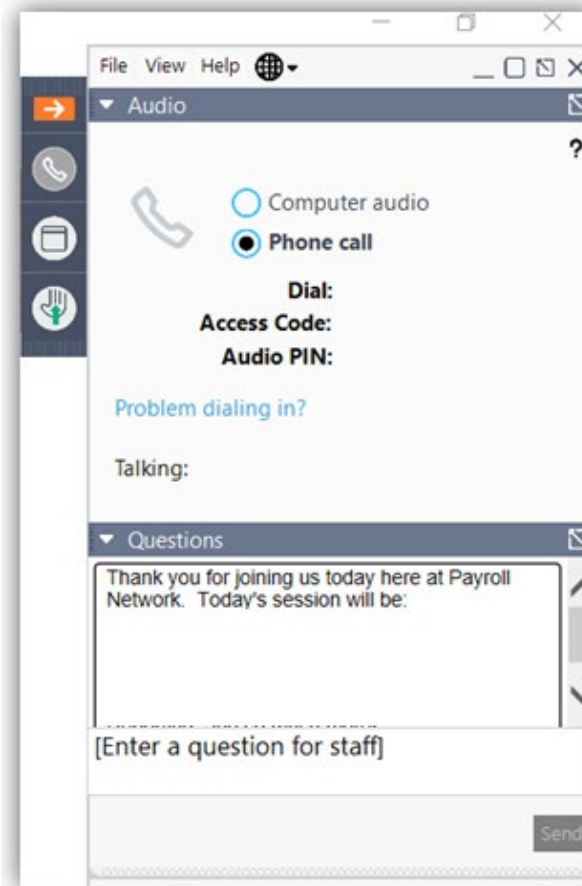
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Webinar Tools

- The webinar will be recorded
- All attendees will be placed on mute
- Please add questions within the GOTOWEBINAR page on the right-hand side
- Presentation and attachments are available in the handouts section



Agenda

- HR Advisor Overview
 - Recent HR Topics and Themes
- Returning to Work Considerations
 - Vaccines
 - Current Form I-9 considerations
 - Labor Law Posters
 - State-Wide Reopening Updates

HR Advisor Overview



What is HR Advisor?

- Dedicated HR professionals aligned to your business available for unlimited support
- Combines the HR assistance with iSolved product guidance and expertise
- Ongoing proactive compliance updates
- Regularly scheduled meetings to drive HR Action item execution
- Employee Handbook, policies, forms, job descriptions, etc.



HR Advisor Overview



Poll #1



HR Advisor Overview



- We are supporting clients of all sizes across all industries in all states
- Our HR Advisor support can flex to fit where an organization is currently or where you are looking to grow in the future
- Situations could include:
 - PEO Takeaways
 - HR Fixer Uppers
 - Rapid Growth Mode
 - No Human Resources at all



<https://www.payrollnetwork.com/services/hr-advisor/>



HR Advisor Overview- Themes



Sample quotes from real contacts:

- “Our handbook hasn’t been updated in like 8+ years. I’m sure it needs updating and is out of compliance, but we didn’t have anyone to help.”
- “We’ve been working remotely for over a year now and we haven’t updated our policies or handbook at all. Do we need to?”
- “We are planning to expand and hire in many new states soon and want help knowing how to strategize.”
- “I used to just Google every time I had an HR question but that is time consuming and I’m not confident that is a sound approach these days.”
- “With the Pandemic and so many changes both at a federal and state level, I can’t keep up with all of it confidently.”
- “Our company is small, so we don’t have the money to devote to a full-time HR professional at this stage in our development. As such, I’ve just tried to do the best I can with HR items along the way.”
- “I’m looking to retire in the next few years, and I want to make sure our policies and processes are sound and compliant so I can retire with confidence that the business is in a good place.”
- “We have an HR resource in place, but I love the idea of having other HR professionals looking out for our business that we can bounce ideas off of and get help when we need it”.

HR Advisor Overview



Popular HR Action Items

- Employee Handbook updates and communication
- Recruiting & Hiring Process Review
 - Electronic Onboarding
 - Employee Messages
 - Employee Electronic Acknowledgements
 - iSolved Hire utilization & optimization
- Labor Law Poster Support
- Termination & Offboarding Process Review
- Form I-9 process and audits
- Performance Management Process
- Job Descriptions
- Federal and State compliance updates and impact
- COVID-19 situations, policies, communication
- Annual Sexual Harassment training

2021 Popular Topics

- Hiring, Recruiting, & Retention
- HR Administration
- Employment Laws
- Benefits
- Leaves of Absence
- Handbooks
- Unemployment
- Immigration
- Wage & Hour
- Terminations



Recent EEOC and DOL Newsroom Headlines

- \$825,000 to Settle Lawsuit for Race Discrimination
- \$122,000 in overtime back wages, damages, penalties
- \$40,000 to Settle Race Harassment Lawsuit
- \$150,000 in wages for federal contractor that failed to pay employees properly
- \$530,000 in back wages for employer that missed payrolls
- \$250,000 for Sexual Harassment and Retaliation Case
- \$36,000 in back wages for overtime violations
- \$105,000 for EEOC Sex Discrimination, Harassment and Retaliation Suit
- \$500,000 to Settle Sexual Harassment Lawsuit
- \$175,000 for Sex and Race Discrimination Lawsuit
- \$85,000 Harassment Case
- \$130,000 National Origin/Race Harassment and Retaliation Case

Returning to Work Considerations

Vaccine Updates

EEOC Latest Guidance on Vaccine Requirements- 5/28

- Employers may require employees to get the COVID vaccine
- Employers may offer incentives to get the vaccine or voluntarily provide documentation
 - Requesting proof of the vaccine is NOT a 'disability-related inquiry' or an 'unlawful request' under anti-discrimination laws.
 - Vaccine programs at the workplace are allowed, but the perks cannot be substantial enough to be deemed 'coercive'.



Vaccine Updates

EEOC Latest Guidance on Vaccine Requirements- 5/28

- Federal EEO laws do not prevent an employer from requiring all employees entering the workplace to be vaccinated, subject to reasonable accommodation provisions of Title VII and the ADA
- Title VII and the ADA still require reasonable accommodations are provided to employees who, because of a disability or sincerely held religious belief, practice, or observance, do not get the vaccine, unless providing the accommodation would pose an undue hardship on the operation of the business

Employer Considerations- Strategy

Companies mandating vaccines should consider:

- Protect confidentiality of employee medical information such as documentation of COVID-19 vaccine
- Be prepared to make reasonable accommodations for employees that cannot be vaccinated for protected reasons or those who have health concerns even if vaccinated
- Offer the same or similar job adjustments to pregnant employees who are unable to be vaccinated
- Train supervisors and HR on how to recognize accommodation requests for employees with a disability or sincere religious belief including how to engage in the interactive process
- Monitor the community spread of COVID-19 and employee vaccination rates
- Consider whether mask requirements, physical distancing, and other workplace requirements are disclosing the vaccination status of employees

Employer Considerations- Strategy



Companies encouraging vaccines should consider:

- Consult the CDC's 'tool kit' to help with educating the workplace about getting the COVID vaccine
- Consider the impact of offering employees rewards or incentive to get the vaccine (optional)
- Make sure any reward or incentive offered to get vaccine is not coercive



<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/toolkits.html>



Form I-9 Updates

Recent Update

- (ICE)- Interim Policy allowing employers to inspect Form I-9 virtually has been extended again until 8/31/2021.
- Currently employers may use remote Form I-9 process for new hires working remotely even if others are onsite currently.
- Process is not mandatory- companies can still follow standard Form I-9 processes if feasible.

HR Considerations

- Normal timelines remain where section 2 of the form needs to be completed within the first 3 business days of employment.
- Once this interim policy is lifted, companies will likely have to verify or reverify the I-9 for anyone hired after March 20, 2020, that was handled virtually.
- HR professionals should consider moving back to the physical inspection of documents as soon as possible and be tracking all employees they need to review once this policy is lifted.

Labor Law Posters



Posters for a Remote Workforce

- A remote workforce poses a challenge for displaying notices and posters to advise employees of their rights under federal, state and local laws.
- Currently employers are permitted to disseminate these posters electronically.
- Posters are still required for onsite employees.
- Remember– states and cities may have additional notice and posting requirements.

HR Considerations

- Make sure your entire population is covered with either physical posters in physical work locations and/or electronic communication (with acknowledgements for virtual employees).
- Consider adding some language to your handbook on where the posters are located going forward.
- Explore having these built out and available in your employee messages page or HCM software.
- Explore having required notices added to your electronic onboarding process for new hires.

State Reopening Updates



Maryland

- Capacity restrictions lifted as of 5/15/21

Temperature and Health Screenings

- Recommended. Employers should have a daily screening process for workers which include CDC recommended health questions and consider temperature testing.

[General-Business-COVID-19-Best-Practices.pdf \(maryland.gov\)](#)

[Governor Larry Hogan - Official Website for the Governor of Maryland](#)



State Reopening Updates



Virginia

- Accelerated lifting of distancing and capacity limits effective 5/28/21

Temperature and Health Screenings

- Recommended. Employees should also self-monitor symptoms by taking temperature before going to work.
- Required for employers with hazards or job tasks classified as medium, high, or very high. Prescreening or surveying used to verify no symptoms.

[4.20.21-Forward-Virginia-Guidelines.pdf](#)

[EO-72-SEVENTH-AMENDED-and-Order-of-Public-Health-Emergency-Nine-Easing-of-Commonsense-Surge-Restrictions-Due-to-Novel-Coronavirus-\(COVID-19\).pdf \(virginia.gov\)](#)

[Virginia Governor Ralph Northam - May](#)



State Reopening Updates



D.C.

- Most business/capacity restrictions lifted 5/21/21, with goal to lift all restrictions by 6/11/21

Temperature and Health Screenings

- Recommended. Businesses can consider screening employees for symptoms before shifts. Attestation can be used before coming into work as well.

Thank You

Stay tuned for more updates.

Please continue to visit our website for training/blog posts/resources/additional webinars, etc.

www.payrollnetwork.com

Please don't hesitate to contact us at:

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Our HR Advisors Help YOU Succeed.

Stay Compliant.

Rules and regulations change constantly. Avoid penalties and fines.

Save Time.

Time is money. Our local, SHRM/HRCI-certified HR Advisor will help take HR projects off your plate so you can focus on growth and take your HCM strategy to the

Focus.

We'll help you prioritize your HR needs and check all the boxes.

Save Money.

HR Advisor is a cost-effective way to tackle your HR strategy and goals.

Optimize iSolved.

Harness the full potential of your iSolved HCM solution with your own HR Advisor and support team.



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