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ThinkHR Live

EXPERT HR ADVICE AND ANSWERS
TO COMPLEX HR QUESTIONS



HR HOTLINE

Phone access to HR advisors anytime Monday - Friday,
8 AM - 7 PM Central Time.

Written follow-up on complex issues or researched matters.

National and regional expertise from certified professionals in
human resources.



HR LIBRARY

1000's of forms, documents, tools, checklists, and templates
for every HR department.

Job description builder and salary benchmarking tools.



HR TRAINING

200+ on-demand courses for both management and
employees.

Popular subject categories: Employment, Workplace Safety,
Environmental Compliance, Unlawful Harassment Prevention,
Customer Service and Wellness.

Plus, HR Compliance Alerts, HRCI Webinars & Whitepapers!

Getting Started

Call the HR Hotline at (877) 225-1101

- or -

Web Access: <http://broker.thinkhrlive.com>

The HR Help Every Employer Needs

Hiring and onboarding

- › Avoiding reference checking pitfalls
- › Applicants asking for disability accommodations
- › I-9 verification issues

Employee relations

- › Dealing with sick employees in the workplace
- › Changes in work schedule requests
- › Performance management
- › Handling workplace investigations

Time off issues

- › FMLA
- › Pregnancy Disability Leave Act
- › State "Mini" FMLA laws

Structuring the employment "deal"

Important policies that every business should have in place.

- › Employment "At-will"
- › Harassment
- › Substance abuse
- › Nondisclosure and confidentiality clauses
- › Safety
- › Use of company property (including electronics and social media)

Structuring the termination "deal"

- › Compliance steps employers should take in managing terminations
- › Managing difficult termination situations

Wage & Hour

- › Paying employees properly
- › Overtime rules
- › Classifications: Exempt/nonexempt,
- › Employee/Independent contractor Payroll and wage garnishments
- › Deductions from employee paychecks
- › Handling termination pay

Example HR Compliance Questions

Our business is headquartered in one state, yet we have field sales rep employees in other states. Which state disability insurance & paid family leave information should those employees outside of our HQ state receive?

We recently advised a client that they should keep PHI filed separately from other employee data. While we have this recommendation in writing from our attorneys to us as a BAA, I am not able to find documentation that as a plan sponsor an employer should also follow this practice. Please confirm that: 1) we were correct in advising the client to follow this process, and 2) Is there an official notice we can refer to?

When an employee is on FMLA leave, what is the employer required to do with their other benefits? Which benefits need to be continued and what should we do if the employee does not make his copayments while out on FMLA?

Can we terminate an employee from our group plan since he will be Medicare eligible?

What are the ERISA rules about nondiscrimination in benefits plan designs to assist with creating benefit class carve-outs?

Our client has an employee who went out on 24 hours suicide watch. Should the employer allow the employee to return to work?

I need some information on exempt employees and time off. Can you submit for unpaid time when an employee is absent and has used all their sick time? What are the guidelines concerning unpaid and paid time off for exempt employees?

We want to put a policy in place regarding what expenses can be reimbursed and what cannot be reimbursed for telecommuting employees. Specifically, we have telecommuting employees and want to know if the company has to reimburse internet and electricity expenses since the employee is working from home doing company work.

Can nonexempt employees waive lunch breaks? What are the requirements for the two rest breaks for an 8 hour shift? If the company is closed for Labor Day on Monday, and an employee who works on Sundays wants to take Sunday off and work on Monday while the business is closed, is this ok?

How can you determine whether a worker is an independent contractor or employee?

I have an employee stating that he is going to quit but hasn't officially given his resignation. Can we terminate the employee now on grounds of anticipating his quitting the company?

To be in compliance with the I-9 requirements, does an employer have to re-verify an employee's driver license once it has expired?

Who in our company, besides HR, should have access to background checks and drug screen records for a new hire?

I just received an EEO complaint, and the EEOC examiner is calling to discuss mediation. I am not looking for legal advice but just wanted to talk with you about the process and get practical advice based on your experience with such complaints.

We just set up a corporate Facebook page. We would like all our internal employees to "like" our page from their own FB account. What type of social media policy can we implement?

We would like checklists and sample letters for new hire, COBRA, leaves of absence and terminations.

We have an employee who is no longer disabled under workers' comp and is able to return to work. However due to business need we laid off several employees and his position has been eliminated. Are we legally required to return him to work?

We have an employee on disability with a worker's comp claim, and he came back to work on restricted duty. However, we cannot accommodate the restrictions. We need him to work a full 40 hour a week shift. He directs truck traffic in our yard, and the doctor's restrictions require that he not stand for long periods of time. Can we terminate his employment because we cannot accommodate the restrictions?

What do I do if an employee tells you that he/she is being sexually harassed but does not want you to do anything? How do I conduct a proper investigation?