



# THE KRIZNER GROUP



# **Employment Law Update 2022**

**It Is Report Card Time!!!!**

# Recruiting

- All Openings Are Posted Externally & Internally
- Ads Include Necessary EEO/ADA
- Offer Letters With At Will & Start Date Sent

# Interviewing

- All Interviewers Have Been Formally Trained On Protected Classes
- Multiple Interviewers Are Involved In The Process
- Interview Assessment Forms Always Created & Returned To HR

# Onboarding

- Job descriptions
- Handbook Review & Acknowledgment
- Evaluation & Corrective Action Philosophy Discussed

# Evaluating

- All Employees Receive Them
- Moved To Narrative & Goal Approach Over Numeric
- Distributed & Returned Timely On Minimum Of Annual Basis

# Remote/Hybrid Work Benefits



Created A Memorandum/Policy Explaining Which Jobs Will Be Provided

Using A Formalized Request Document That Must Be Submitted For Approval

Requiring Receiving Employees To Sign A Remote Work Agreement

# Promoting

- All Available Promotion Opportunities Are Openly Advertised Internally
- All Candidates Meeting Minimum Qualifications Are Interviewed
- Final Promotion Decision Memorandums Are Completed To File



# Correcting

- All Leaders Have Been Trained On Corrective Over Disciplinary Philosophy**
- Corrective Plans Are First Reviewed By HR Prior To Issuance**
- Corrective Plans Always Include Measurable & Time Certain Goal**

# Terminating

- Involuntary Separation Memorandums Always Completed**
- Exit Interviews Provided For Voluntarily Departing Employees**
- Communication Regarding Departure If Offered Internally**

# ADA/FMLA Compliance

- Supervisors Contact HR To Initiate FMLA At Inception Of Serious Health Condition
- Certification & Designation Forms Are Being Timely Provided
- Undue Hardship Consideration Is Triggered During Beginning Of Unpaid Leave

# FLSA Review

- Exemption Review In Past 3 Years
- System To Ensure Exemptions Upon Employee/Position Movement
- Hidden Sins (Early Arrivers, Breaks, & Travel) Considered & Addressed

# Handbook/Manual Updates

- Full Review In Past 5 Years
- Updated From FACT Annual Audit Within 6 Months Of Visit
- Employees Sign Acknowledging All Updates When They Occur



# THE KRIZNER GROUP

The FACT Just Call Benefit  
[bkrizner@thekriznergrou.com](mailto:bkrizner@thekriznergrou.com)