

A row of ten matches with red heads is shown against a dark red background. The first match on the left is lit, with a bright yellow and orange flame rising from its tip. The other nine matches are unlit. A semi-transparent light purple circle is overlaid on the right side of the image, containing the title and date.

# HR Hot Topics and Best Practices

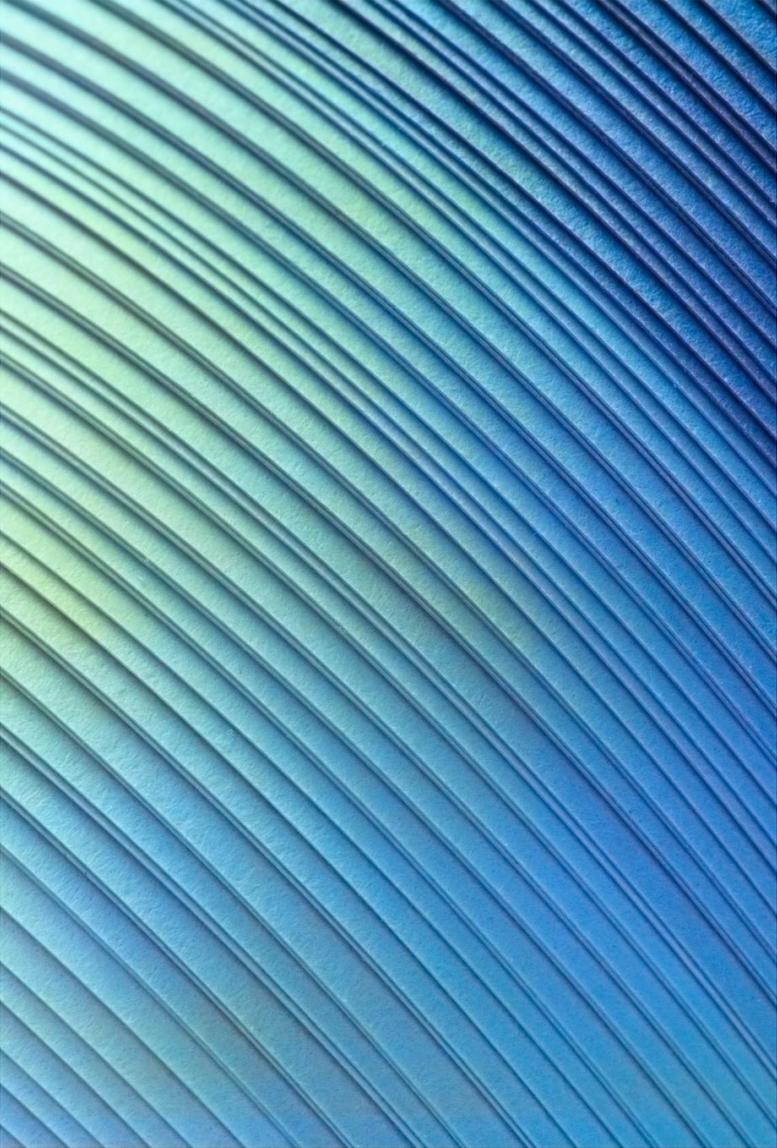
November 16, 2021

# Tricia Clendening, SHRM-SCP, GPHR, SPHR



**STRATEGIES**

- President, HR Strategies, LLC
- 30+ years of HR experience
- Worked on Federal and State legislation
- SHRM Member
- Past Delaware SHRM State Council Director
- Past Delaware SHRM Chapter President
- Past Diversity Chair for ABC Delaware



# Mandated Training

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Interactive Harassment Prevention  
Training

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Reasonable Suspicion Supervisor  
Training

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Drug and Alcohol Awareness  
Training



# Virtual Training

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It eliminates structural limitations and broadens educational options.

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It facilitates managing the work-life balance for workers and saves them time.

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It helps save money and optimize profits.

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Increased convenience and flexibility.

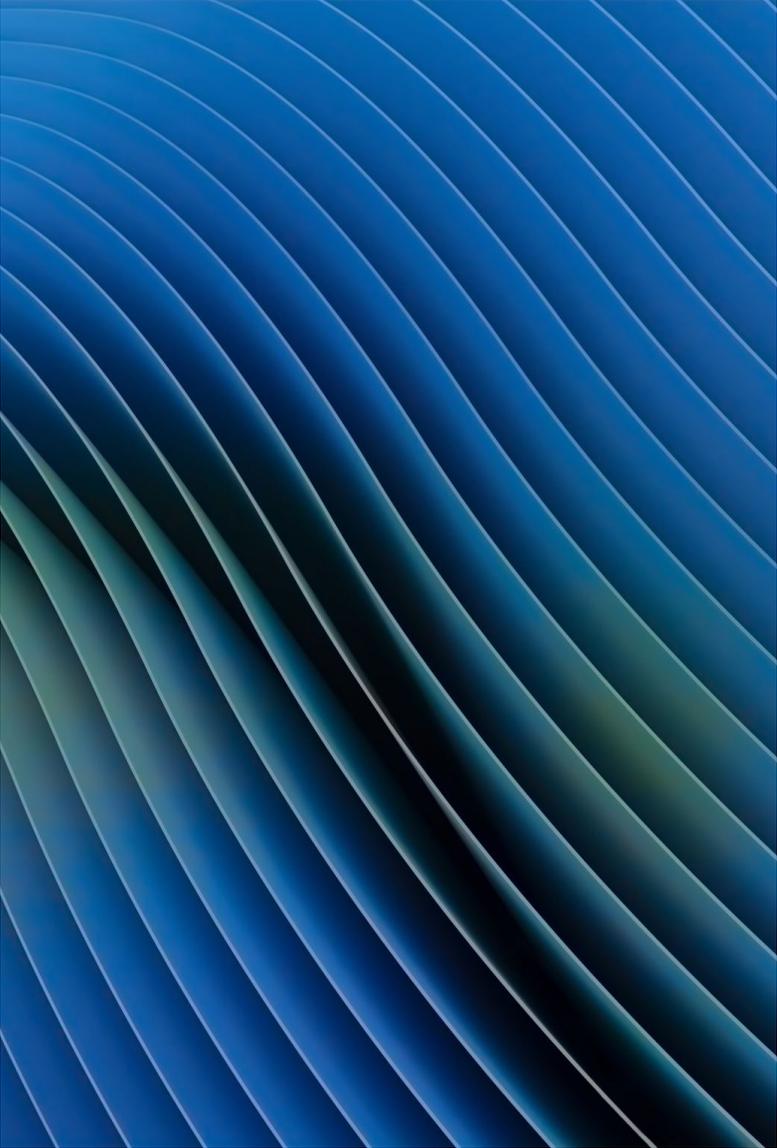
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Improved employee knowledge.

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It helps achieve professional development goals.

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# Compliance

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Job descriptions – FLSA / Vaccine compliance

I - 9 Forms

Affirmative Action Plans

Diversity Programs

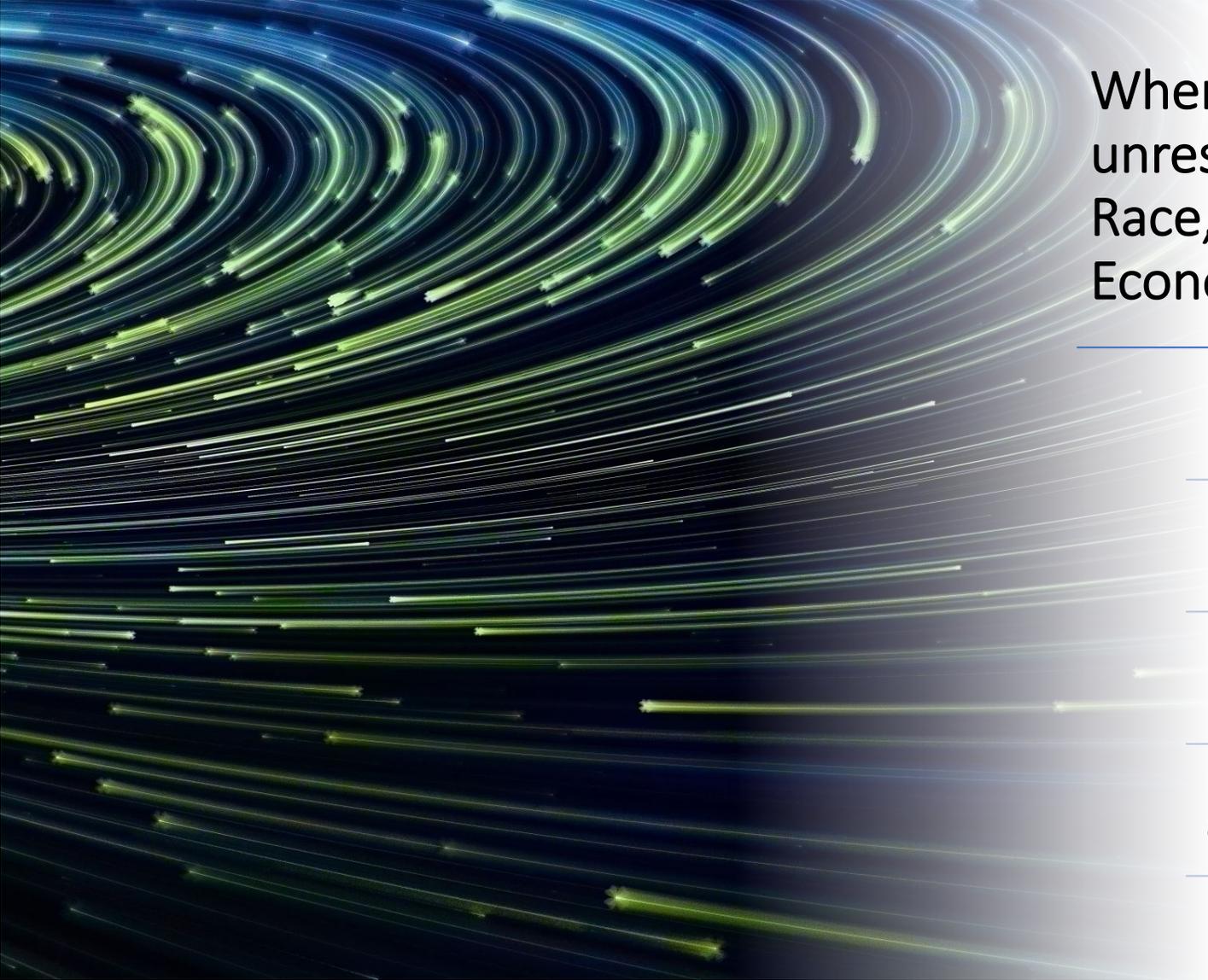
HR Assessments

Executive Orders

# Executive Orders

14042 - Requiring  
Vaccinations for All Federal  
Workers and Millions of  
Contractors that Do  
Business with the Federal  
Government

14043 – Requiring All  
Employers with 100+  
Employees to Ensure their  
Workers are Vaccinated or  
Tested Weekly



When experiencing social unrest due to Vaccines, Race, Political or Economic concerns:

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Listen

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Be empathetic

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Establish guidelines

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Require professionalism and respect

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# Supporting Mental Health in the Post-Pandemic Workplace

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**Acknowledgment.** Simply let workers know that it is OK to disclose a mental illness at work (or not disclose) and to ask for help.

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**Offerings.** An explanation of benefits ensures that employees know what resources are available to them.

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**Accommodations.** Have a policy that details how employees can ask for reasonable accommodations for a mental health condition and explains that their information will be kept confidential.

# Employee Handbooks



August 2021  
Bankrate  
survey

More than half of our workforce to search for a new job in the next 12 months. Most important areas:

- Work flexibility, either the hours they work or the ability to work remotely (cited by 56 percent of respondents).
- Higher pay (53 percent).
- Job security (47 percent).
- More time off/vacation time (35 percent).
- Better or more-inclusive work culture (24 percent).

Flexible work arrangements offer benefits to both employers and employees

- Assisting in recruiting efforts.
- Enhancing worker morale.
- Managing employee attendance and reducing absenteeism.
- Improving retention of good workers.
- Boosting productivity.
- Creating a better work/life balance for workers.
- Minimizing harmful impact on global ecology. Certain flexible work arrangements can contribute to sustainability efforts by reducing carbon emissions and workplace "footprints" in terms of creation of new office buildings.
- Allowing for business continuity during emergency circumstances such as a weather disaster or pandemic.

# Compensation Survey



Job description review



Determine  
compensation  
philosophy

Leading  
Lagging



Compare pay practices to  
market



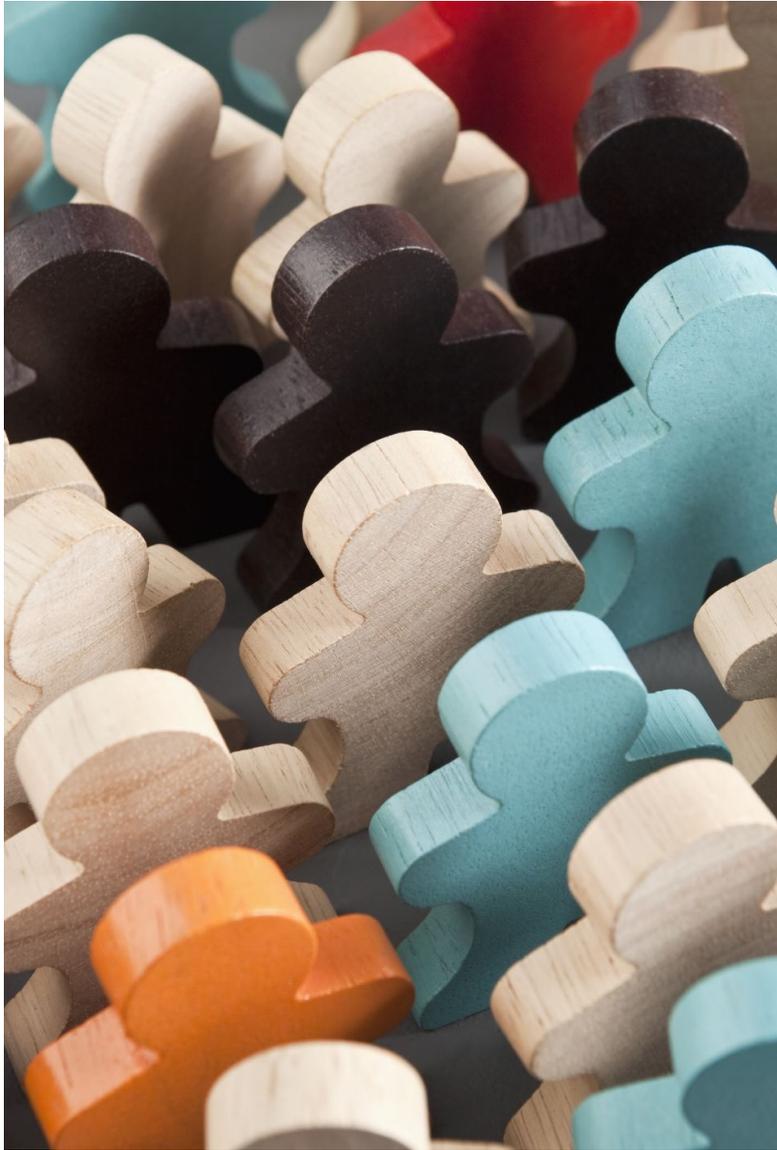
## How Managers Can Provide Job Stability

- Find each person's unique talents. A great boss taps into and leverages the instincts and skills their employees have.
- Praise employees publicly.
- Advocate for your workers.



# More time off/vacation time

- Evaluate your current offerings
- Look at industry standards
- Look at surrounding businesses
- Reward long term workers
- Persuade staff to take earned time off



## An Inclusive Culture Enables a Diverse Workplace to Thrive

- Inclusion refers to a cultural and environmental feeling of belonging.
- Organizations that have successfully established a diverse workforce can reap the proven benefits that it provides, including a wide array of perspectives and experiences.

## What is Diversity and Inclusion?

**Diversity** often focuses on the **differences** and is referred to as "the mix."

**Inclusion** is the deliberate act of welcoming **diversity** and creating an environment where all **different** kinds of people can thrive and succeed. ...

**Diversity** is what you have. **Inclusion** is what you do.



# HR Best Practice Sharing

What are some current or previous challenges that you would like to share with the group?



**STRATEGIES**



# Questions?

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Thank you for joining  
CFMA Delaware for  
HR Hot Topics and Best  
Practices.

# Thank you for your time

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