Human Resources
Best Practices

Ashley Mitchell-Scott, MSHRD, SHRM-CP
Director, Human Resources at PBS SoCal

Image taken from: http://www.selma-nc.com/human-resources
What Is Human Resources?

- Talent Acquisition
  - Recruiting & Onboarding
- Employee and Labor Relations
  - Dispute Resolution & Grievance Process
  - Federal, State and Local Law
  - Safety Compliance
- Compensation and Benefits
  - Benefits Administration
  - Leave of Absences
  - Compensation Strategy
  - Reward and Retention Programs
- Talent Management & Development
  - Performance Management

Training & Development

- Workforce Planning
- Organizational Structure
- Succession planning
- Dispute Resolution & Grievance Process
- Employee Relations

Best Practices
Recruiting

Take Your Time and Be consistent
• Make the right hire the first time
• Use the same templates, interview questions, & interview panel

Ensure candidates meet the minimum requirements
• Verify the candidate meets the minimum requirements for position
• Look for accomplishments, leadership experience and actual duties and tasks
• Note professional organizations and or licenses/ certificates
• Also note, related extra curricular activities

Be sure to look out for Red Flags
• Incorrect grammar, typos & uncompleted sentences
• 0-1 year with multiple previous employers (job hopping)
• Generic (weak) objective
• Incorrect or incomplete contact information
• Recycled resumes and cover letter

Image taken from: https://www.secure-recruitment.com/successful-social-media-recruiting/
Recruiting Cont.

Avoid asking personal and protected information
(Protected Classes, Salary, Criminal History & Credit History)
• Pregnancy/ Childbirth or other medical related conditions
• Race, Religious Creed, National Origin or Ancestry
• Physical or Mental Disability (medical condition)
• Marital Status or Age
• Sexual Orientation, Gender Expression or Genetic Information
• Salary History
• Criminal History (exceptions may apply)
• Credit History (exceptions may apply)

https://www.secure-recruitment.com/successful-social-media-recruiting/
Employee & Labor Relations

Time-Card Records
- Non-Exempt employees are required to record time worked (accurate time-records)
- Non-Exempt employees must clock in and out of work and in and out of meal periods
- Employees may not falsify timecards (clocking in and out for other employees)
- Staff may not volunteer their time

Meal Periods
- Relieved from work duty and responsibilities (away from desk preferably)
- Minimum of 30 minutes and no more than 60 minutes for a shift of 5 hours or more
- Meal period can be waived if your shift is 6 hours or less (However, the meal period must be waived in writing prior to the missed meal period)

Rest Breaks
- 10 minute rest break for every 4 hours

Grievances
• Should be recorded and investigated as soon as possible
• Always follow grievance process outlined in the employee handbook

Classifications
Be sure to properly classify staff
• Non-Exempt vs. Exempt

Resource: US Department Wage and Hour Division Website

• Employee vs. Independent Contractor

Resources: IRS 20 Factor Test & EDD Employment Determination Guide (DE38)

Compensation & Benefits

Leave of Absences
- **Family Medical Leave Act -FMLA (CFRA)** - Employers with 50 or more employees (within 75 miles) 12 months of employment 1250 hours of work (4 months of leave)
- **Pregnancy Disability Leave (PDL)** – 5 or more employees (4 months of leave)
- **Paid Family Leave (PFL)** – provides up to 6 weeks of partial pay

Workers Compensation
- Completed labor posters in break rooms/common area at all locations
- Report incidents to HR or WC provider immediately
- DWC-1 form (within 24 hours)

Fair Pay Act
- Must be paid equally for “substantially similar work” regardless of sex, race, or ethnicity
HR Professional Networks

www.shrm.org

www.pihra.org

www.humanresources.org
List 3 of the personal and protected information which should not be discussed during an interview?

- Pregnancy/ Childbirth or other medical related conditions
- Race, Religious Creed, National Origin or Ancestry:
- Physical or Mental Disability (medical condition) :
- Marital Status or Age
- Sexual Orientation, Gender Expression or Genetic Information
- Salary History
- Criminal History (exceptions may apply)
- Credit History (exceptions may apply)

What is the name of the CA EDD test used to determine if someone is an employee or an independent contractor?

EDD Employment Determination Guide DE38

When can a meal period be waived?

When the shift is 6 hours or less and a waiver is signed (prior to the 6th hour)

Name 2 of the HR Resources or HR Professional Networks shared

Cal Cambers, Workforce, HR.com, World at Work, SHRM, PIHRA, National Human Resources Association
Questions
Contact Information

Ashley Mitchell-Scott
Public Media Group of Southern California
(PBS SoCal)
3080 Bristol St. Ste. 100
Costa Mesa, CA 92626
(714) 241-4119
amitchell@pbssocal.org