

Top 5 Human Capital Risks - And What to Do About Them

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The webinar will begin at 10:30 a.m. CT.



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Administration



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Please provide your feedback at the end of today's presentation.

Our Presenter



Carrie Cox, PHR, SHRM-CP

PHR and SHRM-CP certified

Thorough knowledge of human resources laws and best practices

Experience in a variety of HR functions



Risky Business

Employment law
compliance

Recruitment

Employee
retention

Succession
planning

Technology



Learning Objectives

Identify the key areas of employment law compliance

Review recruitment best practices

Understand the cost of organization turnover

Identify strategies to retain employees

Assess HR's role in managing employee-related and organizational data security

Polling Question #1





EMPLOYMENT LAW COMPLIANCE



Significant Areas of Risk

Anti-discrimination

Compensation administration

Employee benefits administration

Federal contract compliance

Health and safety

Immigration compliance

Recordkeeping



Anti-Discrimination Laws

Race

Color

Religion

Sex

**National
origin**



Anti-Discrimination Laws

Race

Color

Religion

Sex

**National
origin**

Age

Anti-Discrimination Laws

Race

Color

Religion

Sex

**National
origin**

Age

Pregnancy

Anti-Discrimination Laws

Race

Color

Religion

Sex

**National
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Age

Pregnancy

Disability

Anti-Discrimination Laws

Race

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Age

Pregnancy

Disability

**Military /
Veteran**



Anti-Discrimination Laws

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Pay

Compensation Administration

Minimum wage

Overtime payment

Comp time

Classification

Minimum salary: \$23,660/year

Paid on a salary basis

Exempt duties

Independent contractor considerations



Benefits Administration

ERISA

- Notice requirements
- Fiduciary responsibility

COBRA

PPACA

- Notice requirements

FMLA

- Notice requirements
- Interference
- Retaliation

Federal Contractor Compliance

Executive Order 11246

- Written program covering recruitment/hiring/promotion of women and minorities

Section 503 of the Rehabilitation Act of 1973

- Affirmative action for qualified individuals with disabilities

Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended by the Jobs for Veterans Act

- Affirmative action to employ/advance veterans with service-connected disabilities and other protected veterans

Health and Safety

OSHA

**Workers
Compensation**



Immigration Law

Form I-9

Visa programs



Recordkeeping



Mitigating Risk

Examine your practices in each of these areas

Use employment law attorneys and expert consultants as needed



Polling Question #2





RECRUITMENT

Significant Areas of Risk

Discrimination claims

**Damage to
organizational image
or reputation**

Bad hires

**Cost (30% of first
year earnings)**





Mitigating Risk

**Establish consistent hiring practices
in alignment with EEOC guidelines**

**Identify the job requirements and be clear
in hiring requirements and screening criteria**

Evaluate sourcing methods

**Conduct careful screening – use assessments,
background checks, physical capacity training, etc.**

Train hiring managers on best practices



EMPLOYEE RETENTION

Significant Areas of Risk

Loss of key employees and knowledge

Damage to organizational image or reputation

Cost





Mitigating Risk

Gather employee input

Employee surveys
Focus groups
Stay interviews

Management

Connection to the
mission
Performance feedback
Development

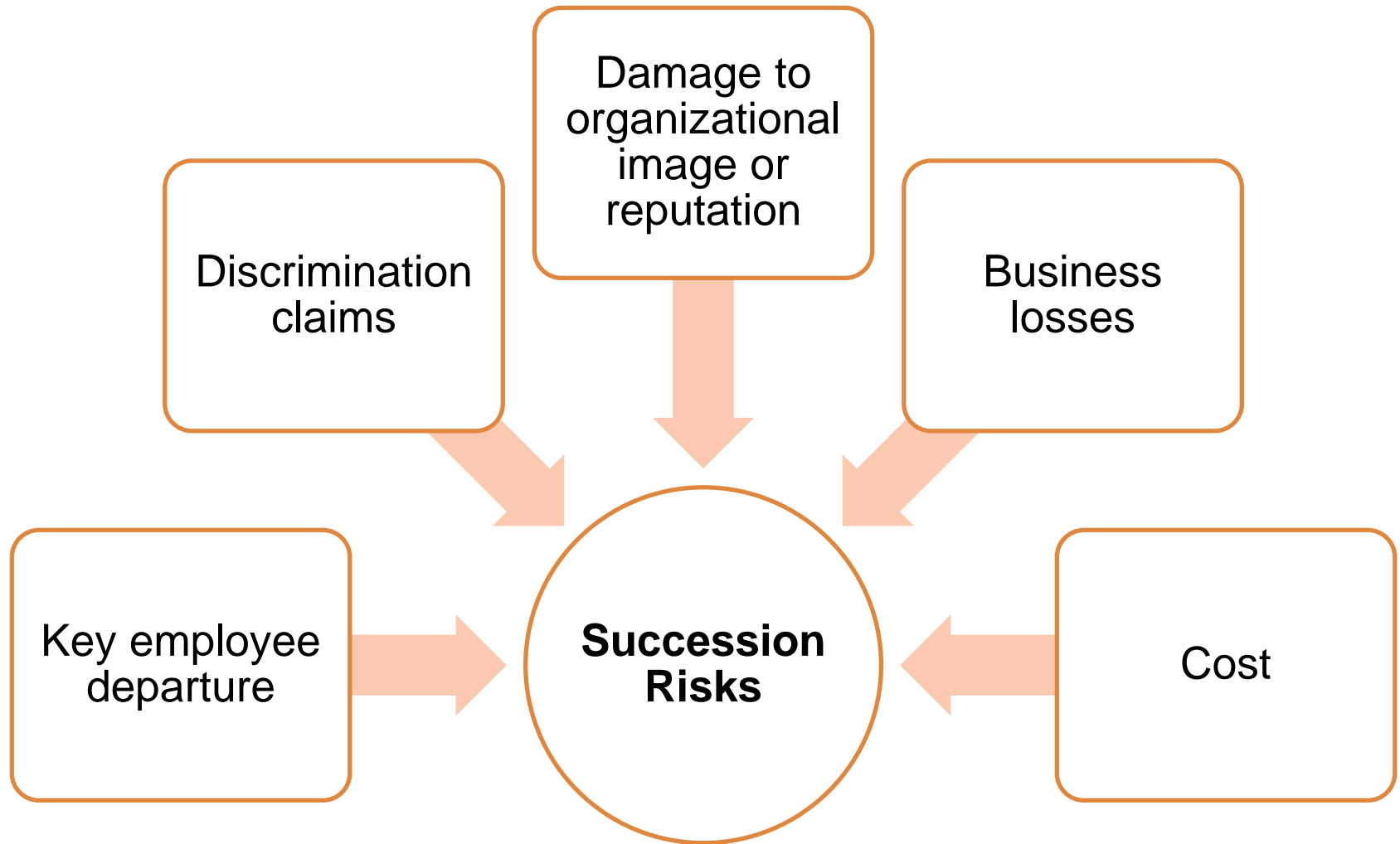


SUCCESSION PLANNING

Polling Question #3



Significant Areas of Risk



Mitigating Risk

Differentiate between
crisis and long-term
succession needs

Plan for
management (and
ownership)
succession

Plan for key
employee
succession

Develop bench
strength

Communicate the
succession plan



DATA MANAGEMENT

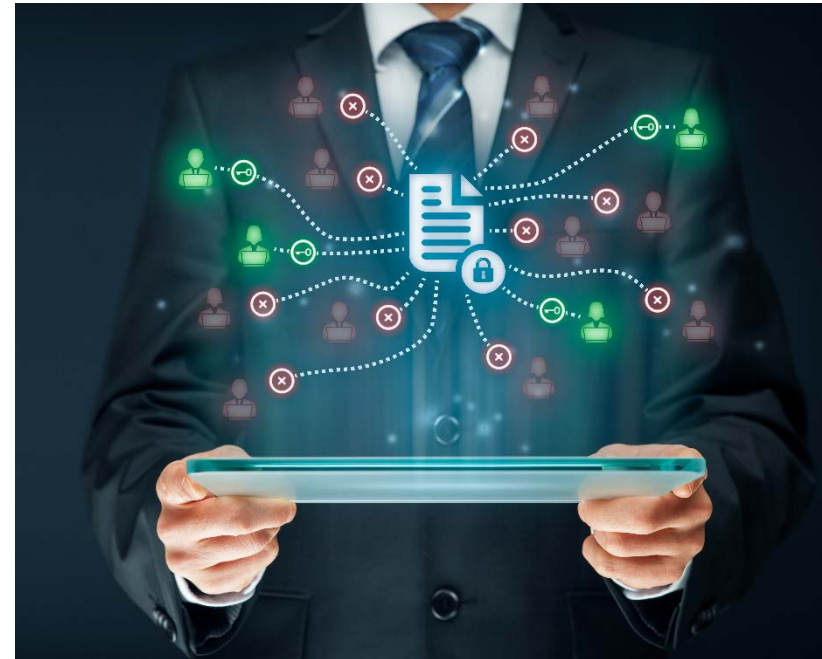
Significant Areas of Risk

Breach of confidential employee data

Damage to organizational image or reputation

Cost

(Ponemon Institute:
\$225 per compromised record)



Mitigating Risk

Establish and enforce data security procedures

Provide cybersecurity training for all staff

Department of Homeland Security provides cybersecurity training resources



Polling Question #4



Plan for Action

Review organizational processes, procedures and policies



Train supervisors and management



Know when to seek outside help and establish those relationships in advance



Thank you!

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