



FIVE COMPONENTS OF GREAT EMPLOYEE ENGAGEMENT

1. PURPOSE & VALUES

- Do your purpose and values fit your Vision and Mission?

2. FOUNDATION

- By-Laws
- Strategic Business Plan
- HR Documentation – Employee Handbook, Job Descriptions

3. PEOPLE

- Do you have the right people?
- Do you have enough people? Do you have too many people?
- Are the right people on the right seats on the bus?
- Why is this person still working here?

4. HR PRACTICES (PROACTIVE COMMUNICATIONS)

- **Management and/or supervisory training**
- Rewards and recognition
- Work-Life balance
 - Flexible work schedules
- Access to career opportunities
 - Job postings
 - Job bidding
- Balanced promotional opportunities (fair and consistent)
- **Feedback mechanisms and communication programs**
 - Attitude (climate) survey
 - **Open door policies**
 - HR audits/reviews
 - **Skip-level interviews**
 - Department communication meetings
 - Employee participation meetings – focus groups
 - Electronic communications
- Value teamwork and individual projects
- **Problem solving procedures**
- Health and Wellness
 - Counseling (EAP)
- Compensation and benefit programs and practices that are marketable
- **Performance appraisal and/or feedback on performance**
- Community service

5. HAVE FUN!!!

- Inspire creativity



Common Kansas and Federal Labor Laws By Number of Employees

1-14 Employees

- Civil Rights Act of 1991 (42 U.S.C. §§1981, *et seq.*)
- Consumer Credit Protection Act of 1968 (15 U.S.C. §1601)
- Employee Polygraph Protection Act of 1988 (29 U.S.C. §1001)
- Employee Retirement Income Security Act (ERISA) of 1974 (if company offers benefits) (29 U.S.C. §§1001, *et seq.*)
- Equal Pay Act of 1963 (29 U.S.C. §206)
- Fair and Accurate Credit Transactions Act of 2003 (FACT) (15 U.S.C. §§1681, *et seq.*)
- Fair Credit Reporting Act of 1969 (15 U.S.C. §§1681, *et seq.*)
- Fair Labor Standards Act of 1938 (29 U.S.C. §§201, *et seq.*)
- Federal Insurance Contributions Act of 1935 (FICA) (Social Security) (26 U.S.C. §§3101, *et seq.*)
- Health Insurance Portability and Accountability Act (HIPAA) of 1996 (if company offers benefits) (42 U.S.C. §§300gg, *et seq.*; 29 U.S.C. §§1181, *et seq.*; 42 U.S.C. §§1320d, *et seq.*)
- Immigration and Nationality Act of 1952 (8 U.S.C. §§1101, *et seq.*)
- Immigration Reform and Control Act of 1986 (8 U.S.C. §1324a)
- Kansas Act Against Discrimination (4 or more employees) (K.S.A. 44-1001)
- Kansas Age Discrimination in Employment Act (4 or more employees) (K.S.A. 44-1001)
- Kansas Domestic Violence Act (K.S.A. 44-1132)
- Kansas Minimum Wage and Maximum Hour Law (employers not covered by FLSA) (K.S.A. 44-1201)
- Kansas Smoke-Free Workplace Law (K.S.A. 21-6110(6))
- Kansas Wage Payment Act (K.S.A. 44-313)
- Mental Health Parity Act of 1996 (1947) (29 U.S.C. §1185a)
- National Labor Relations Act of 1947 (29 U.S.C. §§141, *et seq.*)
- Newborns' and Mothers' Health Protection Act of 1996 (29 U.S.C. §1185)
- Occupational Safety and Health Act of 1970 (29 U.S.C. §§651, *et seq.*)
- OSHA Recordkeeping (maintain record of job related injuries and illnesses) (29 U.S.C. §§651, *et seq.*)
- Sarbanes-Oxley Act of 2002 (15 U.S.C. §§7201, *et seq.*)
- Uniform Guidelines on Employee Selection Procedures of 1978 (29 C.F.R. Part 1607)
- Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§4301, *et seq.*)

15-19, add

- Americans With Disabilities Act of 1990 (42 U.S.C. §§12101, *et seq.*)
- Genetic Information Nondiscrimination Act (GINA) of 2008 (29 U.S.C. §2000ff-10)
- Lilly Ledbetter Fair Pay Act of 2009 (29 U.S.C. §626(c)(3); 42 U.S.C. §2000e-5(e)(3)(A))
- Title VII, Civil Rights Act of 1964 (42 U.S.C. §§2000e, *et seq.*)
- Pregnancy Discrimination Act (PDA) (42 U.S.C. §§2000e, *et seq.*)

20-49, add

- Age Discrimination in Employment Act of 1967 (29 U.S.C. §§621, *et seq.*)
- Consolidated Omnibus Budget Reconciliation Act (COBRA) 1986 (29 U.S.C. §§1160, *et seq.*)

50 or more, add

- Family and Medical Leave Act of 1993 (29 U.S.C. §§2601, *et seq.*)
- EEO-1 Report (filed annually w/EEOC if organization is a federal contractor and has federal contracts amounting to \$50,000 or more)
- Mental Health Parity Act of 1996 (for employers who offer mental health benefits) (P.L. 104-204)
- Patient Protection and Affordable Care Act (P.L. 111-148)

100 or more, add

- Worker Adjustment and Retraining Notification Act of 1988 (29 U.S.C. §§2101, *et seq.*)
- EEO-1 Report (filed annually w/EEOC if organization is not a federal contractor)

Federal Contractors, add

- Worker Adjustment and Retraining Notification Act of 1988 (29 U.S.C. §§2101, *et seq.*)
- Executive Order 11246 of 1965
- Vocational Rehabilitation Act of 1973
- Drug Free Workplace Act of 1988 (41 U.S.C. §§701-707)
- Vietnam-Era Veterans Readjustment Act of 1974 (38 U.S.C. §§4211, *et seq.*)
- Davis Bacon Act of 1931 (42 U.S.C. §§276(a)-276a-7)
- Copeland Act of 1934 (18 U.S.C. §874)
- Walsh-Healy Act of 1936 (42 U.S.C. §§35-45)
- Service Contract Act (1965)
- Contract Work Hours and Safety Standards Act (CWHSSA)



Employee Recruitment Checklist

- Job Description
 - Create and/or revise
- Benefit Summary Sheet
 - Create and/or revise
- Job Advertisement (Internal vs. External)
 - Create and/or revise
 - Internet Job Boards - livecareer.com, indeed.com, glassdoor.com, jobinventory.com, simplyhired.com
 - Newspaper publications via online
 - Kansas Job Link (Kansas Workforce Center)
 - Professional Associations (websites and/or periodicals/publications).
 - Social Media
 - Email Distribution Lists
- Review and Screen Candidates
 - Organize them into tiers according to qualifications:
 - Top Tier – Qualified, Great Work Experience
 - 2nd Tier – Qualified, Adequate Work Experience
 - Lower Tier – Not Qualified
- Conduct Phone Screens
 - Prepare phone screen questions – Conduct on top tier candidates
- Job Applications
 - Top candidates will complete detailed applications
- Interviews
 - Develop questions for the interview in advance
 - Keep notes on all candidates that are interviewed
- Background Checks*
 - Criminal – KBI and/or Multi State Search
 - Education Verification
 - Employment Verification
 - Professional References
 - Credit Check
 - Motor Vehicle Record
 - Drug Screening (May be coordinated with HR Partners through a third-party provider)
- Assessments*
 - On-line assessments offered through Profiles International
- 2nd Interview and/or Job Shadowing
- Verbal Offer to Top Candidate contingent on passing pre-employment screening process
- Job Offer Letter and/or Employment Agreement
- Phone Calls/Emails to Candidates Not Selected Advising Position Has Been Filled
- New Hire Paperwork (E-verify); New Employee Orientation and On-boarding schedule for 90 days

*HR Partners can assist at an additional cost.



Code of Conduct/Code of Ethics

As an organization, the Company is committed to complying with all applicable laws and regulations. Similarly, the Company requires employees to carefully adhere to all laws and regulations and maintain the highest standard of conduct and personal integrity, while avoiding any acts that are illegal, dishonest or unethical.

We expect the Company employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees and the Company. Employees owe a duty to the Company and to our members to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every Company employee to comply with our policy of business ethics and professional conduct. This demands that while conducting Company business and/or representing the Company (i.e., wearing Company apparel), you will refrain from any behavior which might be viewed unfavorably by current or potential members or by the public at large.

Following are examples of behaviors that may warrant disciplinary action under this policy up to and including termination. Disciplinary action for inappropriate conduct is, however, not limited to these examples.

- Inappropriate behavior
- Verbally and/or physically intimidating behavior toward co-workers
- Unprofessional behavior
- Unbecoming behavior
- Objectionable behavior
- Behavior that is inconsistent with reasonable rules of conduct
- Behavior that results in a loss of confidence or trust in the employee
- Behavior inconsistent with the spirit of our nondiscrimination and/or harassment policies
- Behavior not in the best interests of the Company

Behavior that does not violate the law or any of our policies may still be inappropriate behavior for the workplace. Even if the Company determines an individual's behavior does not rise to an unlawful level or if an employee ignores or fails to comply with our standards of business ethics and professional conduct, we may still impose appropriate disciplinary action. Employees should immediately report any violation of these policies to their supervisor or the Human Resources Department. The type and severity of any disciplinary action shall be solely at the Company's discretion, up to and including termination.