

MCTA PRESENTATION
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HUMAN RESOURCES 101

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INTRODUCTION

- ◉ Who we are
- ◉ Why are we here?

- ◉ Who's in the room?
 - Treasurers
 - Collectors
 - Finance
 - Accounting
 - Payroll

- ◉ What we will focus on
 - HR “Must Haves”
 - HR “Takeaways”

HR BASIC “MUST HAVES”

- ◉ Pre-employment
- ◉ Onboarding
- ◉ Ongoing Employment
 - Collective Bargaining Agreements
 - Job Descriptions
 - Performance Management
 - Personnel Files
- ◉ Post-employment
- ◉ Legal Policies and Regulations

PRE-EMPLOYMENT

This assumes that interviews and reference checks have been completed:

- ◉ Conditional Offers of Employment
 - Criminal Offender Record Information (CORI)
 - Sexual Offender Record Information (SORI)
 - Driving History (if applicable)
 - Pre-Employment Physical
 - Drug/Alcohol Screening
- ◉ Letter
 - Job Description
 - Agreement to terms
 - Probationary period
 - Union membership and/or at will
- ◉ Who to notify (internally and externally)

ONBOARDING

- ◉ What is OnBoarding?
- ◉ Why is this important?
- ◉ Who's role is this?
- ◉ What's on your checklist?
 - Introductions
 - Job Description
 - Workspace
 - Restrooms/Break/Refreshments
 - Organization Chart
 - Payroll
 - Benefits
 - Union status/contract

JOB DESCRIPTIONS



The building blocks of HR

- ⦿ Pre-employment
- ⦿ Compensation and Classification
- ⦿ Performance Management
- ⦿ Leave Management
- ⦿ Termination, Resignation
- ⦿ Organizational strategy



PERSONNEL FILES

- ◉ M.G.L. C. 149, S. 52c
- ◉ What to keep
- ◉ Where to keep them
- ◉ How long to keep them
- ◉ Management training on personnel record keeping is very important
- ◉ Documenting personnel actions is very important
- ◉ Sample policy included on MCTA website



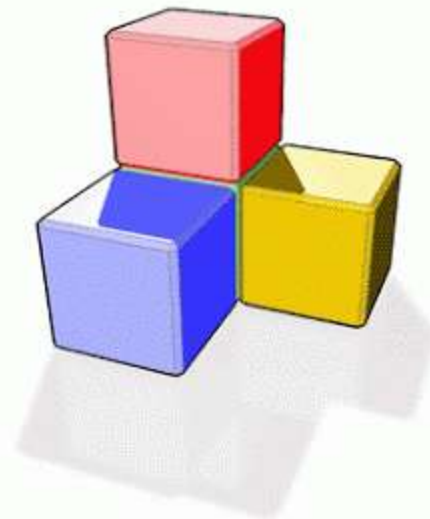
POST EMPLOYMENT

- ◉ Termination
- ◉ Final paycheck
- ◉ Internal notification
- ◉ External notification
 - Civil Service
 - COBRA
 - Retirement system
 - Unemployment



HR BASICS TAKE-AWAYS

- ◉ Accountability
- ◉ Best Practices
- ◉ Communication
- ◉ Documentation



HR QUESTIONS?

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LEGAL POLICIES OR REGULATIONS

- ◉ Affordable Care Act (ACA)
- ◉ Fair Labor Standards Act (FLSA)
- ◉ FMLA-MPLA
- ◉ Sexual Harassment/Discriminatory Harassment
- ◉ Workers Compensation/111F
- ◉ Unemployment

FINAL THOUGHTS

Questions?



Thank you and enjoy your
conference!