



Employee Handbook & Personnel Forms: H₂R Has You Covered



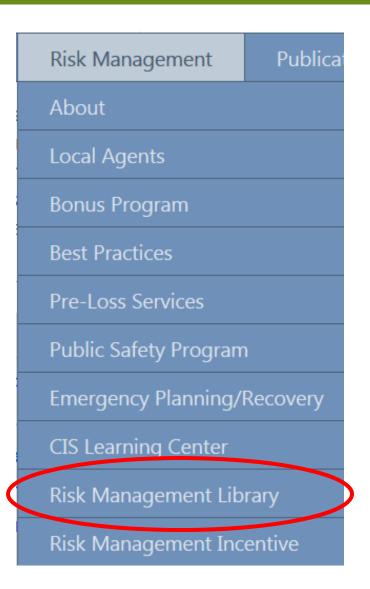
Pamela Bowles
Human Resources Generalist/Analyst

Agenda

- 1. Show Me the Resources!
- 2. Is Your Employee Handbook Up-to-Date?
- 3. Who Are You Going to Call?



- www.cisoregon.org
- Login to the Risk
 Management Library
 under the Risk
 Management tab





Look for Employee
 Handbook and
 Employment Liability
 categories

RISK MANAGEMENT LIBRARY

Click a category:

Accident Reporting/Claims Management

Construction/Demolition/Remodeling

Daycare/Preschool/Afterschool/Summer Camps

Emergency Planning/Security

Employee Handbook

Employment Liability

Enterprise Risk Management (ERM)

Ergonomics

Festivals/Special Events



Employee Handbook Template for 2016

Individual Sample Policies – new for 2016

- Oregon Sick Leave
- Family Medical Leave (FMLA/OFLA)
- Domestic Violence Harassment Sexual Assault & Stalking (DVHSAS) Leave
- Drug and Alcohol Policy

Sample Forms

Webinars



Sample HR Forms

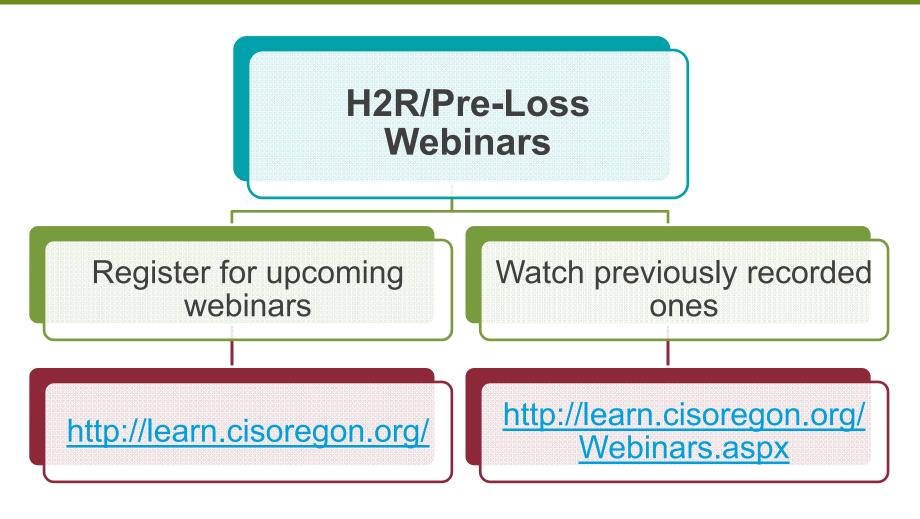
Recruitment

Leave of Absence

Discipline

Veterans' Preference







Past H₂R/Pre-Loss Webinars

Dec. 2015: Goals & Objectives Nov. 2015: The Benefits of Your EAP Oct. 2015: **Team Performance** Sept. 2015: **New Employee Orientation** Aug. 2015: Oregon's New Employment Laws July 2015: **Accommodating Pregnancy** And More!



Is Your Handbook Up-to-Date for 2016?





Is Your Handbook Up-to-Date for 2016?

Policies you may need to update:

- Health Insurance Coverage Continuation
- Oregon Sick Leave
- Sick Leave for Domestic Violence, Harassment, Sexual Assault, or Stalking (DVHSAS)
- Drug & Alcohol Policy (marijuana)

Webinar: January 28, 2016, Employer's Guide to Employment Resolutions for 2016



Health Insurance Continuation

- Employers with 25 or more employees
- Continue health insurance benefits during OFLA leave
- Requires employers to pay their portion during the full duration of leave
- May need to update policies/forms if any mention of health benefits terminating
- Sample policy on website under Employee Handbook



DVHSAS Policy

- Employers with 6 or more employees
- Change: Employees must be able to use accrued <u>sick time</u> (in addition to other personal leave)
- Sample policy on website under Employee Handbook



Oregon Sick Leave Policy

- All Employers
- Two versions on website under Employee Handbook:
 - Employers with 1-9 employees
 - Employers with 10 or more employees

Webinar: August 27, 2015, Oregon's New Employment Laws and Federal Law Development



Drug & Alcohol Policy

- All Employers
- Two versions of policy under Employee Handbook
 - Zero tolerance
 - No impairment

Webinar: January 22, 2015, The Employer's Guide to Employment Resolutions for 2015



If Using CIS' Sample Handbook...

- Choose policies based on your organization's size (notes next to policy on Contents page)
- Read Pre-Loss comments on sidebar of Word document
- Enter titles of contact people (Manager, Supervisor, City Manager, etc.)
- Edit policies to include your organization's practice (i.e. vacation/sick accrual, holidays, call-in procedure, pay schedule, etc.)



Final Thoughts

- Remember: When changing policies, give employees advance notice before implementing
 - CIS recommends having a meeting to discuss the new policy and have employees sign an acknowledgement form, if applicable
- Have employees sign an acknowledgement form of receipt of new employee handbook



Who are you going to call?

Questions about policy language?

Contact Tamara Jones(503) 763-3845tjones@cisoregon.org

Questions about forms or working with the sample handbook?

Contact Pamela Bowles(503) 763-3821







Questions?



