



BKS
PARTNERS
INSIGHT BEYOND INSURANCE

LOOKING AHEAD: *YOUR 2021 HR PLAN*

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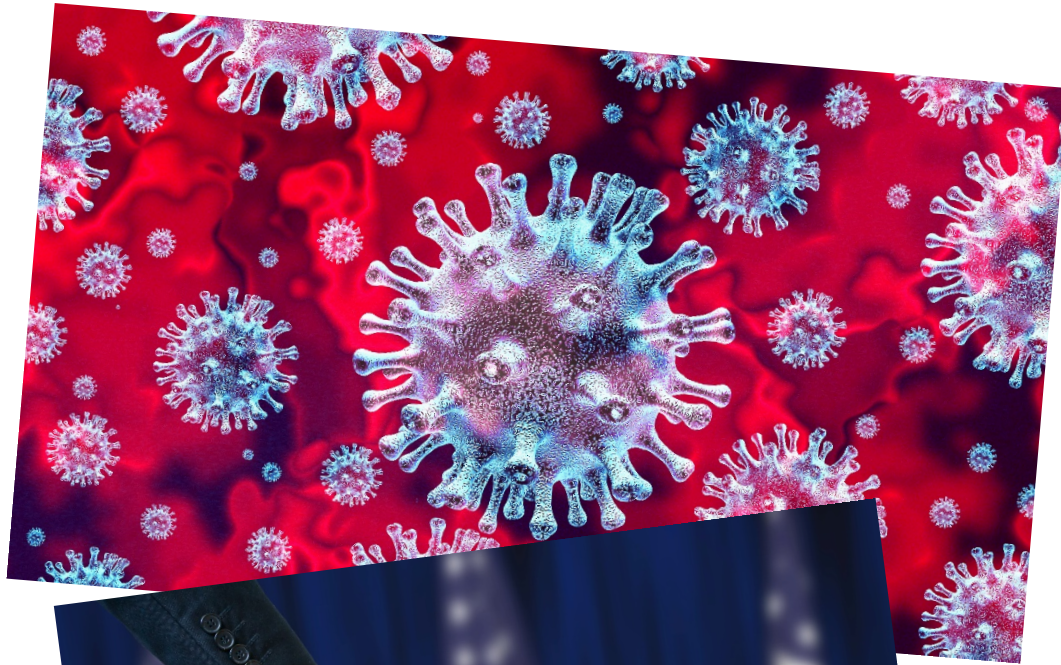
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THE END OF 2020



WHY SHOULD I PLAN?

- The IRS and DOL have “designated auditors” to search for infractions
- An Internal Audit is always preferable over an external one
- Significant items may slip if a comprehensive plan is not in place
- Requirements that fell by the wayside in 2020 need to be completed
- Providing an annual plan to Sr. Leadership shows HR should be taken seriously and ensures management’s buy-in for the entire year



12 MONTH PLAN

Topics to Include:

- Regulatory requirements
- Training
- HR Best Practices
- Safety Plans
- Compensation



Key to Success: Make It Manageable!



REMAINING IN 2020

Performance Goals & Evaluations

- How will employees be evaluated?
- Did criteria and goals change?
- Have we communicated these changes?

No surprises!



REMAINING IN 2020

HR Policy Changes

- Did temporary policy & procedure changes earlier in the year become permanent?
- Did you “scramble” to coordinate remote work and now need a policy?
- What must be completed now? What do we need to move to our 2021 HR Plan?



2021 State Minimum Wage Increases

- Varies by State
- Review employee pay rates
- Ensure deductions do not reduce below minimum wage



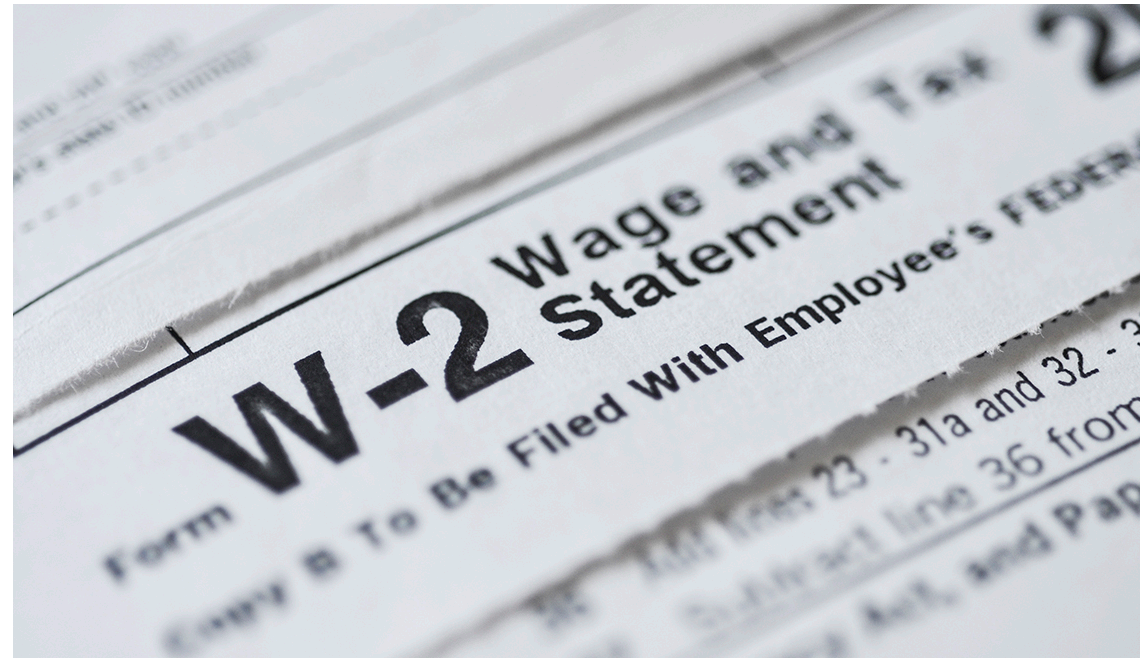
Stay Compliant!

DCSI's HR Toolkit provides the monthly state and federal updates you need

JANUARY

W-2s issued no later than 1/31.

- Check with employees to ensure all addresses are current



JANUARY



Compliance Posters

- Ensure posters are up-to-date and accurate
- Visible to employees and applicants
- Toolkit clients – Refer to the Compliance section

JANUARY

Performance Goals

- Partner with management to develop SMART goals
- Communicate during performance reviews



FEBRUARY

Training

- Develop annual training calendar
- Determine schedule and timing that best fits your organization
- Include: HR Toolkit annual training checklist
- Best Practice: Have employee's sign that they have received training
- Gain management's approval/buy-in



Identify Training “Hot Topics” for 2021

FEBRUARY

Post OSHA 300 Log

- Toolkit
- Tracks All Workplace Injuries and Illnesses
- Posted from February 1-April 30
- Post in a “conspicuous” place
- Ensure 2020 COVID-19 workplace exposures are recorded accurately



MARCH

EEO-1

- *Tentative Date* for 2019 & 2020 data
- Employers With More Than 100 Employees
- Track Applicants, Hires, Promotions, Demotions, & Terminations



MARCH

Files and Records

- Purge All Non-Required Records
- Toolkit: Record and Retention Requirements

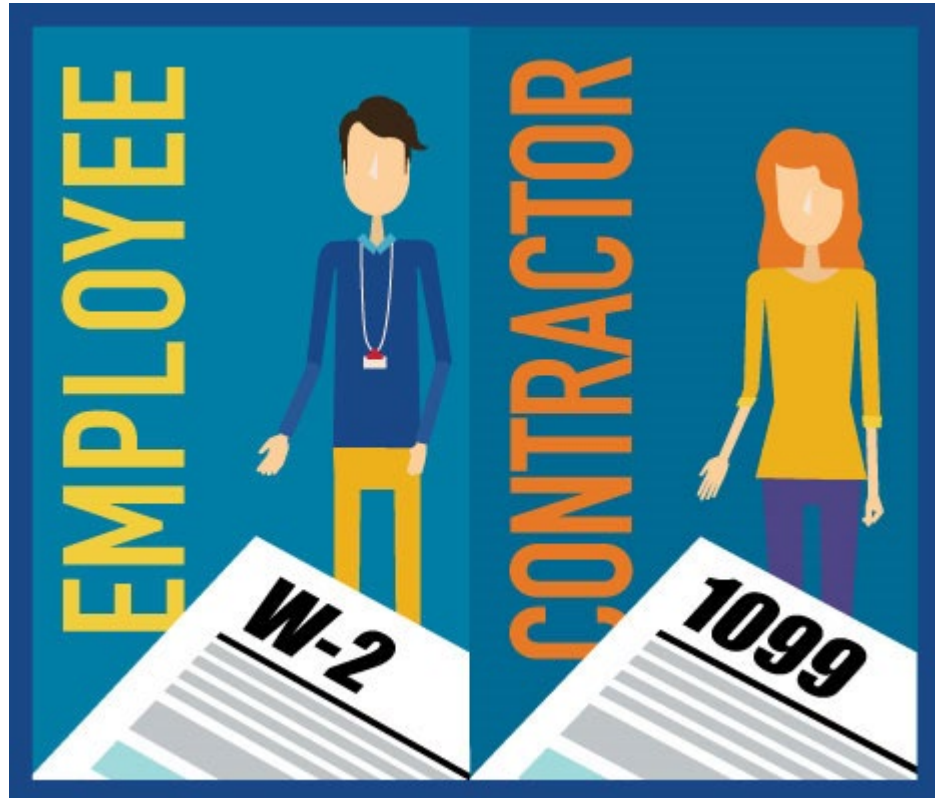


Audit Personnel Files

- Ensure All Information is Accurate/Current
- Obtain Any Missing Information



APRIL



1099 Independent Contractors

- Review Current ICs
- Ensure Current Contracts
- Determine 'Economic Dependency' /Control

APRIL

Prep For Summer

- Define Internships
- Determine Summer Positions
- Summer Work Hours
- Dress Code Policy



MAY

Disaster Planning

- Inclement Weather Policy
- Disaster Recovery Plan
- Safety Plans
- Communicate to All Employees
- Designate Safety Jobs



MAY

Talent Review

- Review Job Descriptions
- Ensure Accuracy
- Update / Communicate As Needed



Performance Reviews

- Conduct Mid-Year Performance Evaluations
- Completion of Established Goals
- Action Planning For Remainder of Year



JULY

Compensation Review

- Internal Equity
- External Equity Within Market
- 3rd Party Objective Review
- Develop Salary Ranges / Pay Grades
- Evaluate Effectiveness of Incentive Plans



Succession Planning

- Identify Top Talent / High Performers
- Design Training Plans to Ensure a “Deep Bench”



AUGUST

Review Current PTO Plan

- Review Use and How It Affects Budget
- Not Used / Over Used
- Exit Interview Feedback
- Propose Changes For The Following Year



AUGUST

Conduct I-9 Audit

- Ensure Forms for Current Employees Are Complete and Accurate
- Review Retention and Purge as Needed





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.		
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____ OR	QR Code - Section 1 Do Not Write In This Space
2. Form I-94 Admission Number: _____ OR	
3. Foreign Passport Number: _____ Country of Issuance: _____	

Signature of Employee	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date (mm/dd/yyyy)
Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town State ZIP Code

AUGUST

- Review your plan for flu season
- Communicate your call-off requirements
- Focus on a healthy workplace



SEPTEMBER

Vets 4212

- *2020 deadline was not moved due to COVID-19
- Federal Contractors Only



SEPTEMBER



FLSA Audit

- Job Descriptions Updated In July
- Conduct Salary and Duties Test
- Update and Communicate Changes as Needed

OCTOBER

Employee Handbook

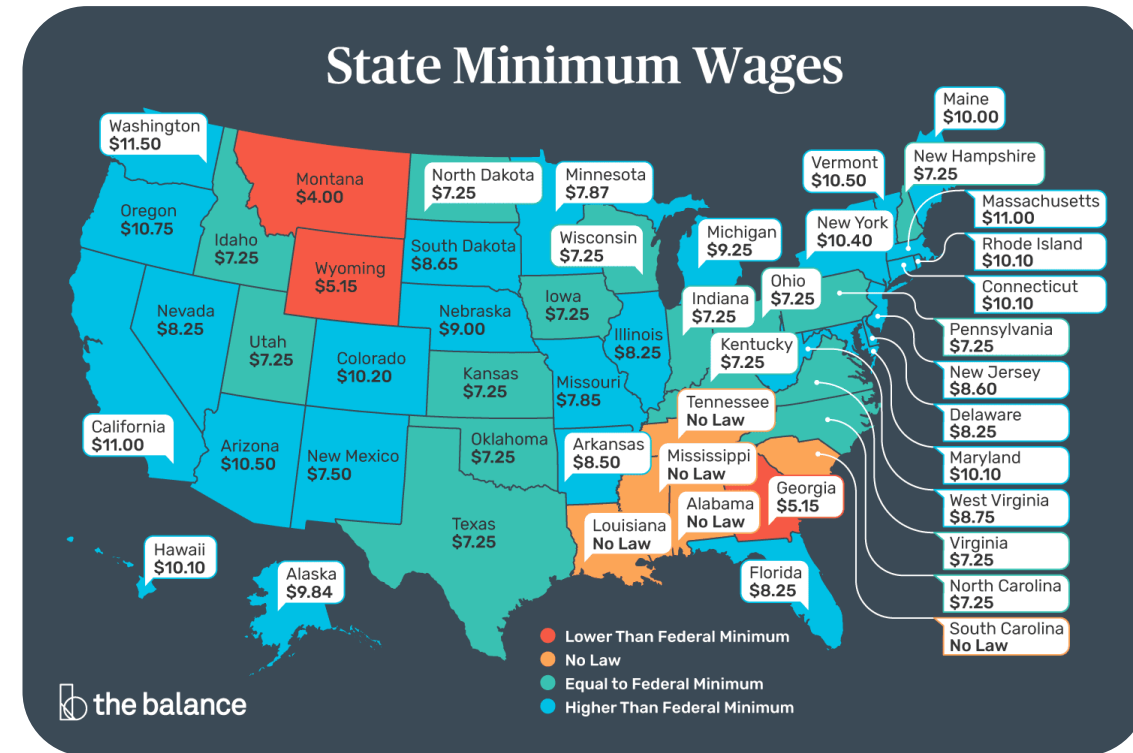
- Review for the New Year
- Ensure Policies Reflect Current Practices
- Up to Date with Changing Regulations
- Toolkit clients – refer to your monthly updates



NOVEMBER

Research Minimum Wage Changes For The New Year

- Audit for Those Employees Earning Less Than New Wage
- Review Budget Impact
- Create Communication/ Implementation Plan



NOVEMBER

Review Interviewing and Selection Process

- Ensure Consistency
- Manager Training
- Applicant Tracking (as needed)
- Voluntary Self ID Forms Collected
- Internal Job Posting Process
- Develop Interview Guides/ Competency Based Interview Questions
- Background Check Procedures



Performance Management

- Begin Process
- Provide Forms to Staff
 - Self Assessment or Management Forms
 - Establish Deadlines
 - Request Notes for ENTIRE Year to be Reviewed



DECEMBER



Staffing Plan

- Determine Staffing Needs for Following Year
- Partner with Staffing Agencies for Assistance

REVIEW AND PLAN

- Be Proactive
- Determine The Needs of Your Organization
- Review Plan Every Year as Your Organization Grows and Changes
- Document When Reviews are Conducted
 - Can Help Mitigate Risk
 - If You See A Problem, Fix It
 - Call Us For Help



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- ◆ Employee & Management Training
- ◆ Confidential Investigations
- ◆ Certified Compensation Analysis
- ◆ Strategic Business Planning
- ◆ Organizational Analysis & Design
- ◆ Mergers and Acquisitions
- ◆ Compliance Regulations & Laws
- ◆ The HR Toolkit® & Helpline Service
- ◆ Affirmative Action Planning

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WOULDN'T YOU AGREE THAT YOUR TIME IS VALUABLE?

If you have ever had to hire someone, you understand it takes time away from your responsibilities and can become an overwhelming process! A staffing firm not only engages in recruiting and hiring qualified people for temporary, temp-to-hire, and direct hire job opportunities but becomes a true partner.

Contact us today – info@idearecruiters.com



The value of your staffing partner starts here:

- Industry experts
- Significant Savings
- Broad Network
- Qualified Candidates
- Retention
- DCSI HR Partner





THANK YOU! QUESTIONS?

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