



New Manager Survival Guide & HR Essentials

Presented by Monica W., SPHR, SHRM-CP

September 16, 2021

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Welcome to the Webinar!

A woman with dark hair tied back, wearing a white lace top, is seated at a wooden table, focused on a laptop. A man with dark curly hair, wearing a bright yellow long-sleeved shirt, stands behind her, leaning over the table and looking at the laptop screen. The table is cluttered with various items including a pair of scissors, a small blue container, and some papers. In the background, there is a brick wall and a mannequin, suggesting a creative or design studio environment.

- We will email you the recording and slides within 24 hours.
- Please participate in our polls.
- Please use the Q&A box for questions.

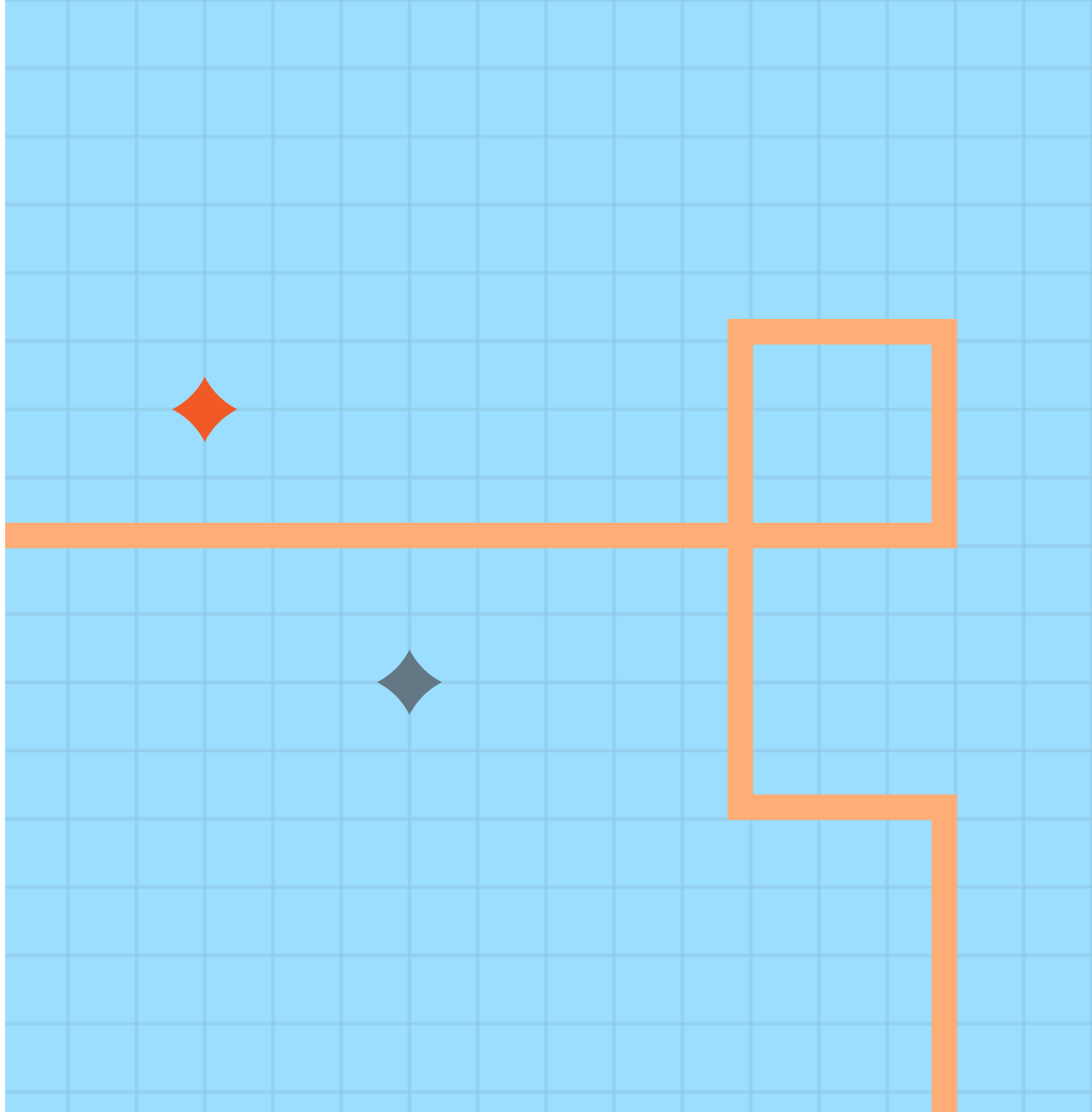
Agenda Part One: Succeeding as a Manager

- Becoming a Manager
- Building Manager/Employee Relationships
- Maintaining Company Culture
- Setting Employees Up for Success

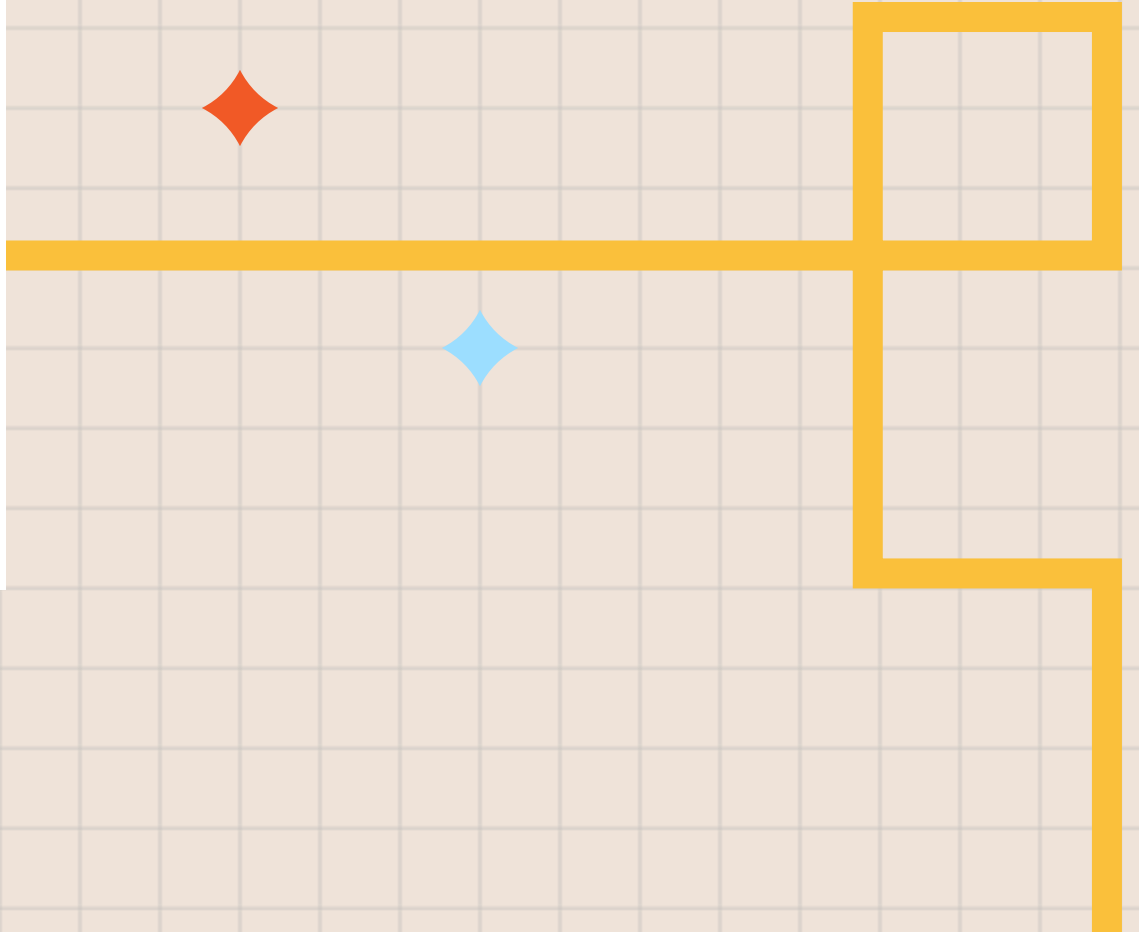
Agenda Part Two: HR Essentials

- Wage and Hour
- Leaves
- Disability
- Harassment
- Corrective Action
- Termination

Part One: Succeeding as a Manager



Becoming a Manager



Your Role

- Remember, you are the manager for a reason!
- What are your strengths?
- Why were you chosen for the job?
- Who vacated the job you're in?
- Who else was considered for the position?



Internal vs. External Hire

Internal

- Likely to have knowledge of the department, company, and product
- Areas of focus:
 - Developing leadership skills
 - Changing your workload
 - Learning while maintaining confidence of employees in your leadership

External:

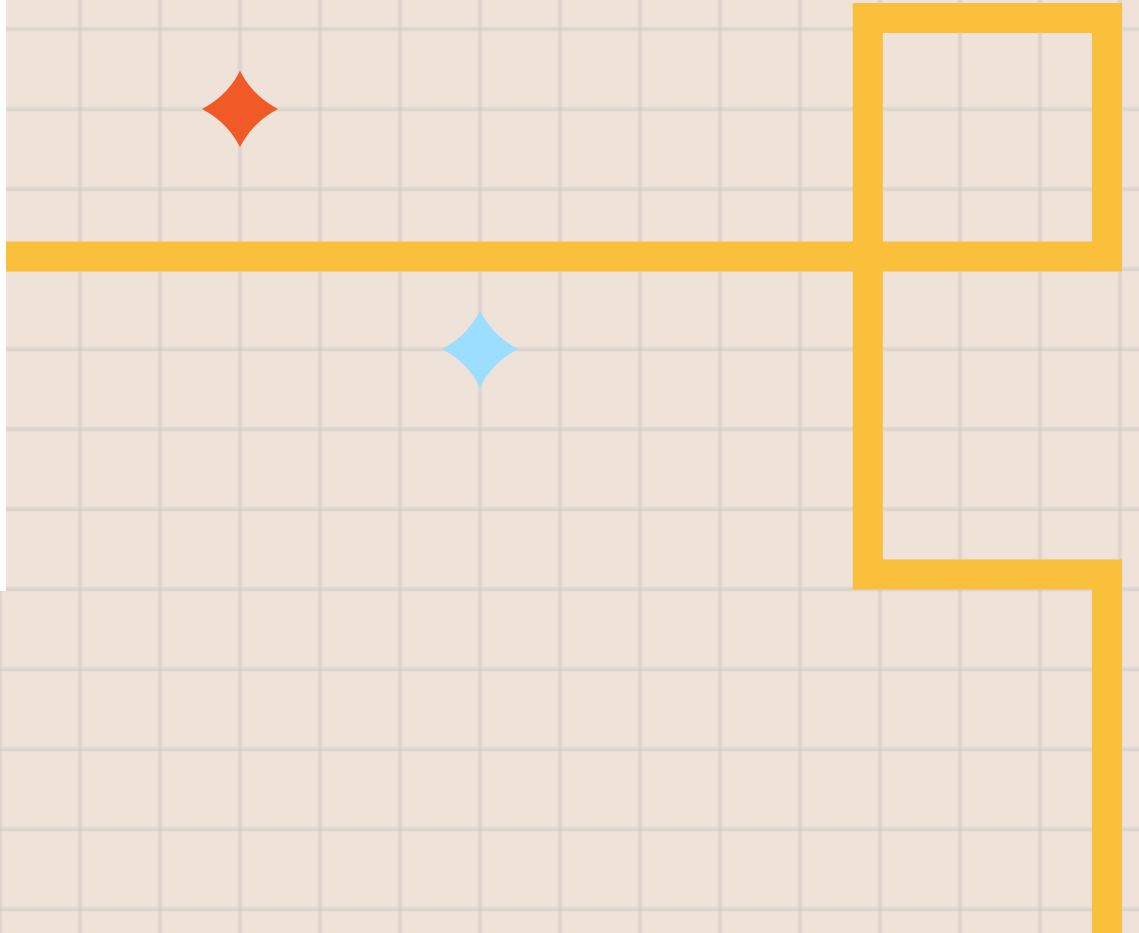
- Likely to have management experience
- Areas of focus:
 - Learning about the company's product and players
 - Learning from your team – utilizing their knowledge
 - Pausing and understanding before making big changes

Peer vs. Leader: Tips for the Transition



1. Evaluate personal relationships
2. Maintain professionalism at all times
3. Gently (but firmly) reinforce leadership role
4. Seek training both for you and direct reports
5. Look at things from an employee perspective
6. Be fair, honest, and consistent

Building the Manager/ Employee Relationship





Poll Question

Which factor is the
most critical to
building trust
between you and
your boss?

Trust

- Crucial to functioning as a team
- Helps employees feel comfortable coming to you and keeping you in the loop

Creating trust:

- Transparency
- Coaching management style
- Fairness
- Respect
- Communication



Communication Missteps

- Assuming that employees know what you want
- Not telling an employee how they are doing
- Not telling employees anything at all

A background photograph showing a group of people in a meeting or workshop. In the foreground, a person's hands are visible, holding a pen and writing on a yellow notepad. The person is wearing a dark jacket. In the background, other people are seated at a table, some looking towards the camera and others looking away. The lighting is bright, suggesting a window or large indoor lights. The overall atmosphere is professional and collaborative.

Key Conversations

- Individual check-ins
- Team meetings
- Planning meetings
- Addressing issues

Nurturing Coworker Relationships



- Nurturing and facilitating instead of fully participating
- Handling bad relationships
 - Provide support but allow the employees to try to work it out on their own
 - Understand that not all employees will be best buddies
 - Be aware of any employment decisions that may come across as favoritism or discrimination

Company Culture



A photograph of a modern, open-plan office space. The room features high ceilings with exposed brick and pipes. String lights are strung across the ceiling, and large windows on the right side let in natural light. Several potted plants are placed throughout the space. In the foreground, a long wooden table serves as a workspace, with a person sitting at it, working on a laptop. Other people are visible in the background, also working. The overall atmosphere is bright and collaborative.

What is Culture?

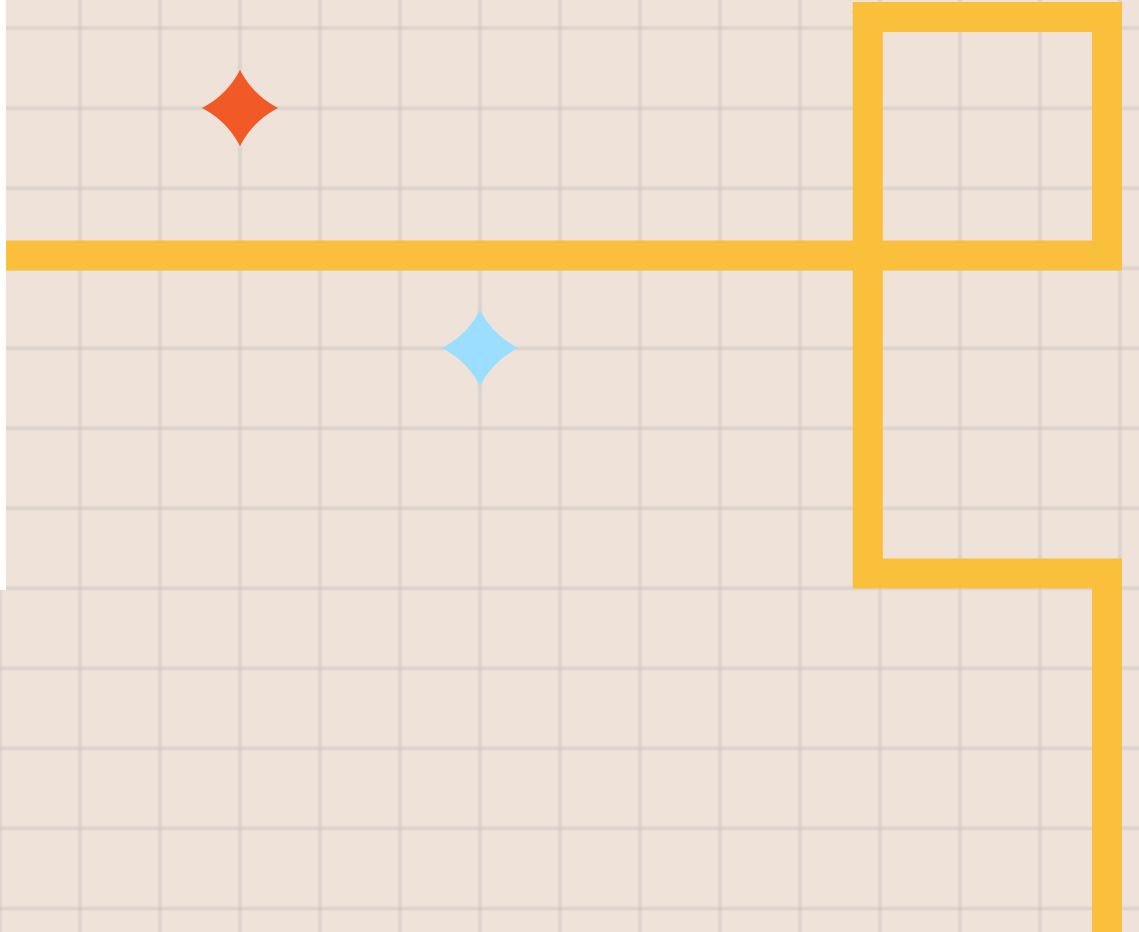
- Policies
- Practices
- General approach
- How employees relate to one another



Consistent Culture

- A unified culture will be seen as more fair
- Understand how managers currently apply policies
- Some differences in application may be okay but they must be justifiable

Setting Employees Up for Success



“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

- John Quincy Adams



Trust

Team

- Identifying strengths and weaknesses
- Team-created goals
- Company goals for the team

Individual

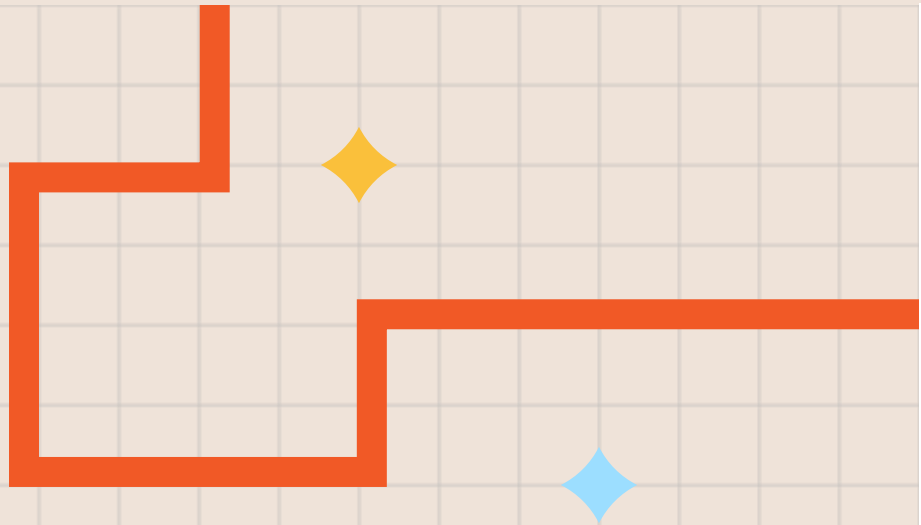
- Company/job-based goals
- Career goals



Initial Individual Goal Setting

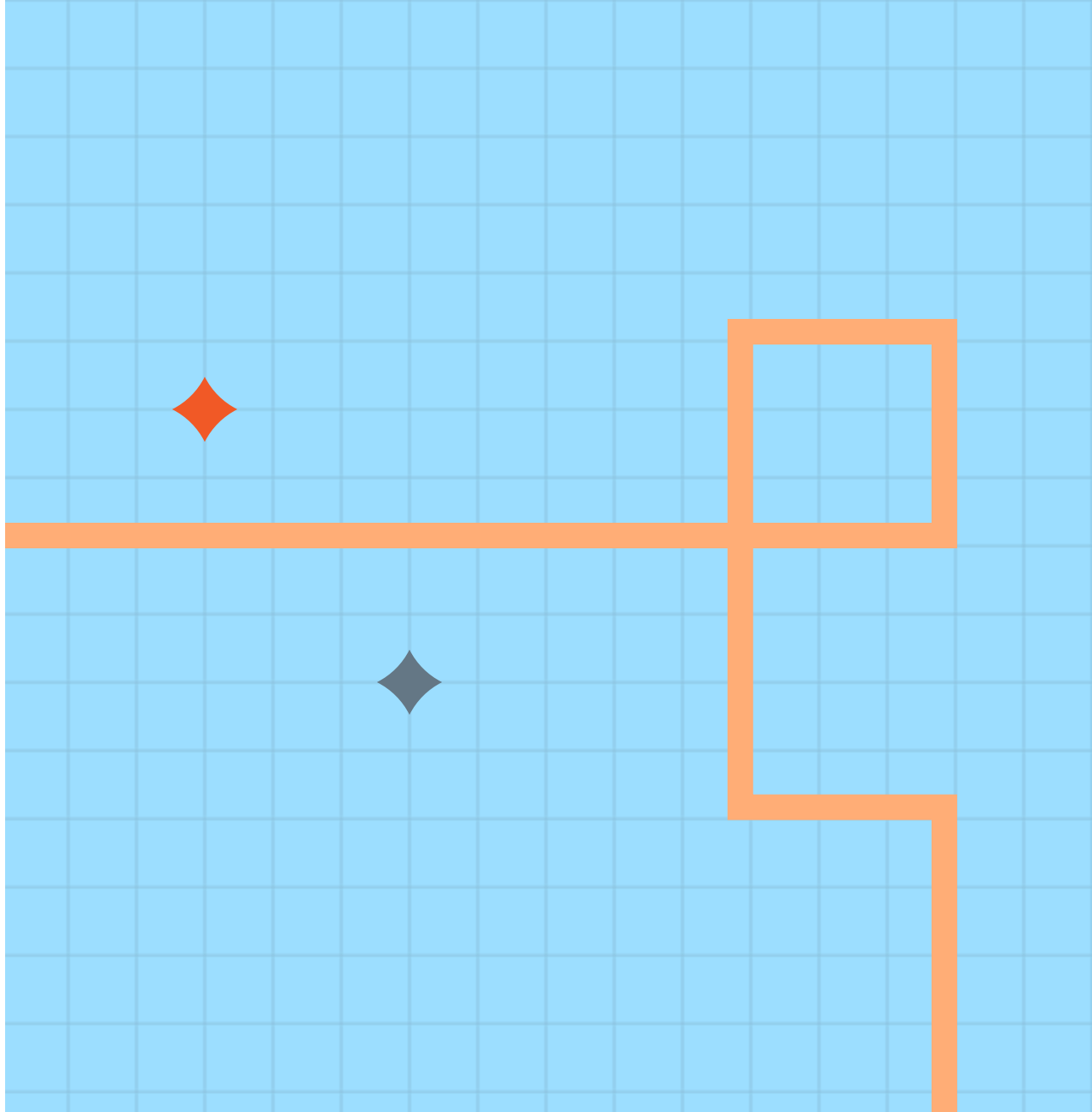
- Meet with all employees – review and understand job duties
- SMART Goals
Specific, Measurable, Attainable, Relevant, Time-Bound
- Action items and follow up

Performance Management



- Employee appreciation and positive feedback
- Coaching
- Discipline
- Annual evaluation

Part Two: HR Essentials

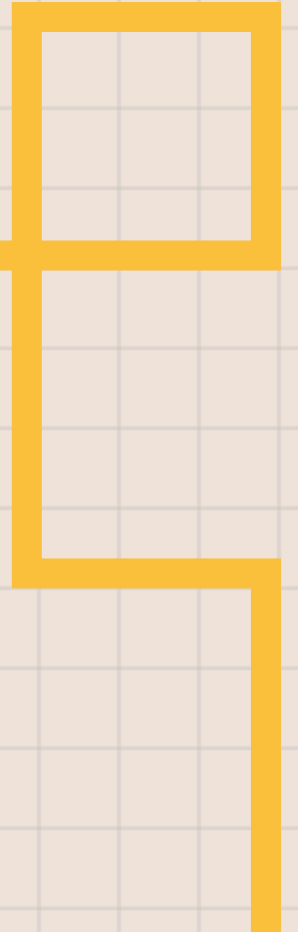




Poll Question

As someone new to managing or as a coach for new managers, the HR essentials topic that I feel the least confident in is:

Wage and Hour



FLSA: Non-Exempt Employees



- Hourly employees are entitled to minimum wage and overtime
- In order to be exempt, employees must:
 - Be paid on a salary basis
 - Be paid a certain minimum salary
 - Meet the duties requirements for the particular exemption

FLSA: Non-Exempt Employees

- **Time worked:** All time an employee is required to be on the employer's premises, on duty, or at a designated workplace
- Off-the-clock work
- Meal and rest periods



Leaves



Family and Medical Leave Act (FMLA)

- Allows for 12 weeks of unpaid leave for: birth, adoption, serious health condition, or to care for a spouse/child/parent with a serious health condition
- Employees are eligible after 12 months of employment
- Allows for unpaid leave
- Defines maximum allowed leave in a 12-month period
- Employees are entitled to return to their former job





State Leaves

- Jury duty
- Victims of domestic violence
- Leave for children's school needs
- Emergency responders



Disability



Americans with Disabilities Act (ADA)

- **Purpose:** to help people with disabilities access the same employment opportunities as those without disabilities
- Requires employers to provide reasonable accommodations to qualified employees/applicants
- Reasonable accommodation: a change that accommodates employees/applicants with disabilities without causing an “undue hardship” to the employer

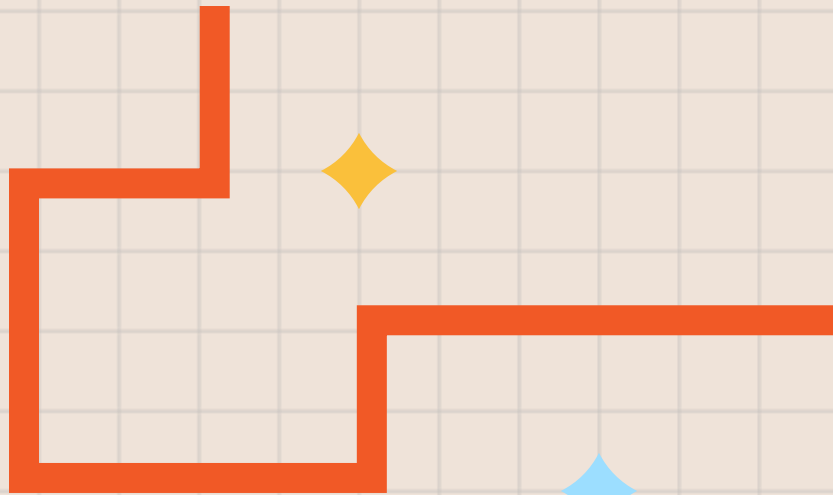




Disability Defined

- **Disability:** a physical or mental impairment that substantially limits one or more major life activities
- **Major life activity:** a very broad and expansive definition (eating, breathing, talking, thinking, etc.)
- Not mandatory that the impairment be related to the job

Disability Considerations



- HR-approved language: “Can you complete the essential job functions with or without a reasonable accommodation?”
- If disability is not obvious, the employee is responsible for requesting an accommodation
- Engage in the interactive process

Harassment



Key Terms

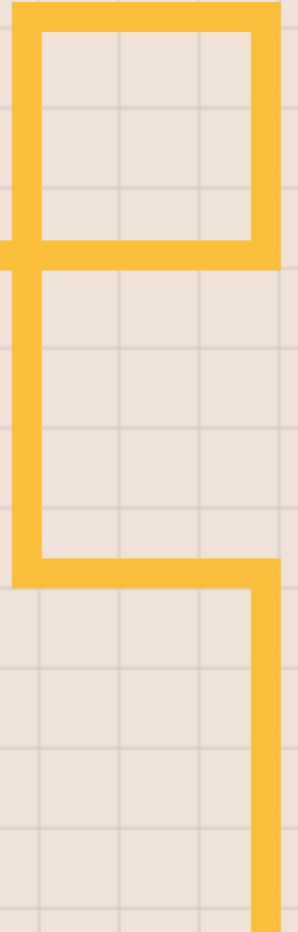
- **Harassment:** Unwelcome, unwanted, or offensive conduct based on or because of an employee's protected class status
- **Sexual harassment:** Unwelcome, unwanted, or offense sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to the conduct is made a term or condition of employment, or is used as basis for any employment decision
 - The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment



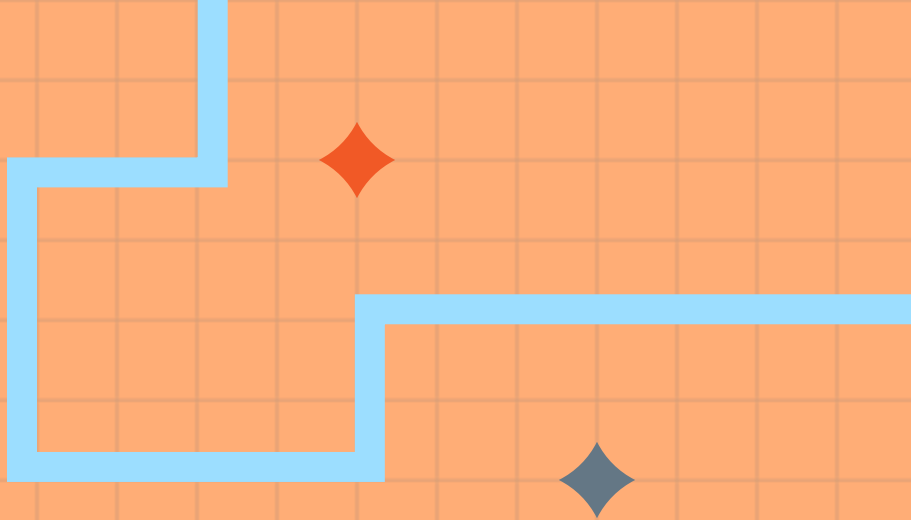
Handling Complaints

- Complaints may arise verbally or in writing
- If you receive an employee complaint of discrimination, harassment or retaliation, that complaint should be taken seriously and investigated fully and promptly
- Don't promise confidentiality
- Don't retaliate

Corrective Action



Progressive Discipline



A disciplinary reaction to a specific issue that may involve: verbal counseling, written warnings, suspension, performance improvement plans, final warnings, or termination.

Termination





Preparation

- Consider discrimination
- The internal decision
- Final paycheck guidelines
- Termination notices



Final Steps

- Timing
- Witness
- Delivery
- Respect
- Company property
- Internal communication

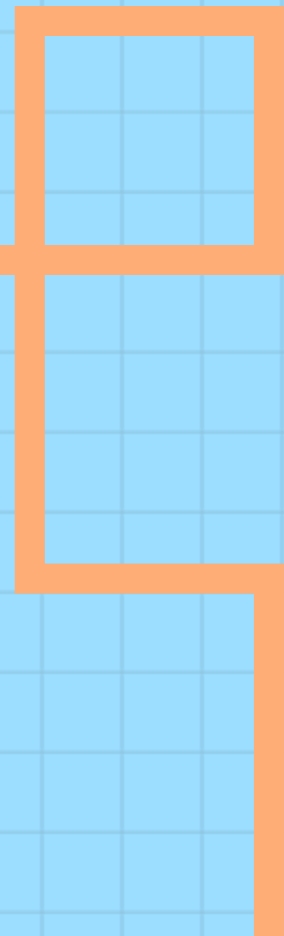


All Terminations Come With Risk

Terminated employees will be speaking with others about your organization, so make their last impression as positive as possible.



Q+A



Thank you!

