

## HR TIPS

from the OLC HR and Trainer Development  
Division

Document employee issues before they lead to disciplinary action.

Clear, current job descriptions can put the library in a stronger legal position on HR issues such as compensation levels and reasons for hiring one candidate over another.

Supervisors can be held personally liable if they intentionally engage in discriminatory conduct. Train your supervisors to know what constitutes discrimination.

How long has it been since your personnel policies have been updated? Review them often to ensure they are legal.

Failing to submit I-9 forms or failing to fill out I-9 forms completely can be a costly mistake if the US Citizen and Immigration Service audits your organization. Fines can be as high as \$100,000. Photocopying employee produced documents is not considered compliance.

Have you looked at the Family and Medical Leave Act lately? The Act was updated in 2009 to expand military family leave rights. Are you in compliance? For more information visit <http://www.dol.gov/whd/fmla/>.

## HR TIPS

from the OLC HR and Trainer Development  
Division

Document employee issues before they lead to disciplinary action.

Clear, current job descriptions can put the library in a stronger legal position on HR issues such as compensation levels and reasons for hiring one candidate over another.

Supervisors can be held personally liable if they intentionally engage in discriminatory conduct. Train your supervisors to know what constitutes discrimination.

How long has it been since your personnel policies have been updated? Review them often to ensure they are legal.

Failing to submit I-9 forms or failing to fill out I-9 forms completely can be a costly mistake if the US Citizen and Immigration Service audits your organization. Fines can be as high as \$100,000. Photocopying employee produced documents is not considered compliance.

Have you looked at the Family and Medical Leave Act lately? The Act was updated in 2009 to expand military family leave rights. Are you in compliance? For more information visit <http://www.dol.gov/whd/fmla/>.

## HR TIPS

from the OLC HR and Trainer Development  
Division

Document employee issues before they lead to disciplinary action.

Clear, current job descriptions can put the library in a stronger legal position on HR issues such as compensation levels and reasons for hiring one candidate over another.

Supervisors can be held personally liable if they intentionally engage in discriminatory conduct. Train your supervisors to know what constitutes discrimination.

How long has it been since your personnel policies have been updated? Review them often to ensure they are legal.

Failing to submit I-9 forms or failing to fill out I-9 forms completely can be a costly mistake if the US Citizen and Immigration Service audits your organization. Fines can be as high as \$100,000. Photocopying employee produced documents is not considered compliance.

Have you looked at the Family and Medical Leave Act lately? The Act was updated in 2009 to expand military family leave rights. Are you in compliance? For more information visit <http://www.dol.gov/whd/fmla/>.

## HR TIPS

from the OLC HR and Trainer Development  
Division

Document employee issues before they lead to disciplinary action.

Clear, current job descriptions can put the library in a stronger legal position on HR issues such as compensation levels and reasons for hiring one candidate over another.

Supervisors can be held personally liable if they intentionally engage in discriminatory conduct. Train your supervisors to know what constitutes discrimination.

How long has it been since your personnel policies have been updated? Review them often to ensure they are legal.

Failing to submit I-9 forms or failing to fill out I-9 forms completely can be a costly mistake if the US Citizen and Immigration Service audits your organization. Fines can be as high as \$100,000. Photocopying employee produced documents is not considered compliance.

Have you looked at the Family and Medical Leave Act lately? The Act was updated in 2009 to expand military family leave rights. Are you in compliance? For more information visit <http://www.dol.gov/whd/fmla/>.

