



“Lawful Hiring, Supervision and Termination of Employees”

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Short Description of the Presentation:

We may all have our own opinions of laws and lawyers but guess what.....without either we would be in real trouble. This month's presentation may not be the most entertaining you have ever listened to but it is one of the most important. When it comes to hiring, supervising and terminating employees each of us had better “do it right” or we could find ourselves in real trouble.

Key Points Covered:

Hiring:

- Avoiding discriminatory inquiries during interviewing process. What you can and cannot ask and what you should and should not write down!
- Nine (9) things you CAN, and should, include in your company hiring application
- Documents that the employer and employee are required to fill out once they are hired
- Background checks you can and cannot make

Supervision:

- What needs to be recorded in terms of employees performance for future use
- Educating employees concerning company policy
- Proper use of workplace investigation (why, how and what to look for)

Termination:

- Documenting reasons for termination and reasons that CANNOT be used for termination (be sure to follow your Company Policy Manual procedures)
- Items that must be covered upon termination (pay, benefits, tools, ID, etc.)
- Document, document, document.....