

ImagineHR Newsletter: WORKPLACE POLICIES & PROCEDURES

CAN YOU IMAGINE A BETTER WORKPLACE?



Special HR Policies Issue

Consistency

At last week’s Workplace Coffee Talk, we had an energized discussion on what it takes to make your company a “high-performing organization.”

Along with Cindy Holzheimer (CEO of the Northern Ohio Area Chambers of Commerce) and Jill Windelspecht (President of Talent Specialists), we broke down the qualities that create the foundation for high performance.

We talked about the importance of “policies and procedures” and how *consistency*, which provides structure and predictability, is the first attribute of a high-performing team.

Special HR Policies Issue

Accountability

In addition to creating consistent and streamlined processes, we also discussed how consistent treatment of people is vital to employee morale and mitigates against claims of unfair treatment.

Holding everyone accountable to the same high standards of performance and conduct is also key to success. Like the concept of consistency, *accountability* also contributes greatly to boosting productivity.

High-performing organizations work tirelessly to foster an environment of consistency and accountability.

Special HR Policies Issue

Clarity

So, what is the glue that holds a high-performing team together? *Clarity* of vision. Clarity provides direction and a sense of purpose to an organization.

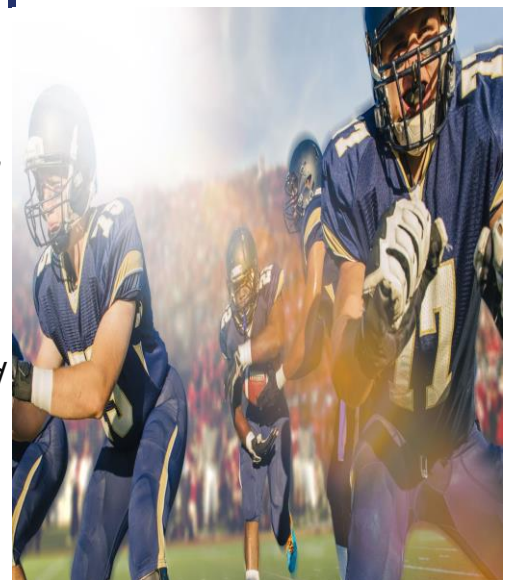
Without clearly defining your values and vision as a company, achieving goals may always feel like a struggle - as team members will never feel quite certain on what is expected of them.

This is a great time to “get clear” on what type of culture you want and how you expect to get there. Share the vision and values with your team, and make sure everyone feels accountable to the same end result.



Whether we are talking about ballerinas or a winning football team, all high performing teams have a few things in common - a consistent work ethic, personal accountability, and clear goals and a vision for success.

High performance is the result of all team members sharing and supporting a common mission and being fueled by a common purpose. In the end, they trust and respect each other.



COVID UPDATE

Remember these days? When everyone was working together under one roof, mask free? We will get there again!

For now, however, we are operating in a different type of social distanced workplace and remote work environment.

Federal, state, and local Covid-19 guidance has become quite convoluted - once we feel we have a handle on things, it changes.

There are still many questions regarding out-of-state travel, quarantine policies, school closures and what to do when employees are symptomatic, exposed to the virus, or test positive.

If you need a refresher on the federal employee paid leave law - the Families First Coronavirus Response Act (FFCRA) and its many requirements, feel free to sign up for Reminger's Workplace Guidance Webinar @ 2:00PM on Sept 1st: [REGISTER HERE](#)



Questions we will tackle during the Webinar:

1. Must employers offer this new federal paid leave when employees request time off due to school closures/on-line learning?
2. What if an employee has a "high risk" child and opts to keep them at home rather than send them to school - does the employee qualify for paid leave?
3. What if an employee requests intermittent time off to be home with a child whose school is partially closed?
4. What is the difference between the Emergency Paid Sick Leave (EPSL) Law and the Expanded Family/Medical Leave (EFML) Law and how do they overlap?
5. What protocols should an employer follow to safely deal with travel, symptoms, exposure or a positive test result?



IMAGINEHR UPDATE

As a way to help keep our clients organized and compliant, we are offering HR Toolkits - these are comprehensive packages of all essential tools, forms, checklists and templates an organization needs to ensure they are running an efficient and productive workplace.

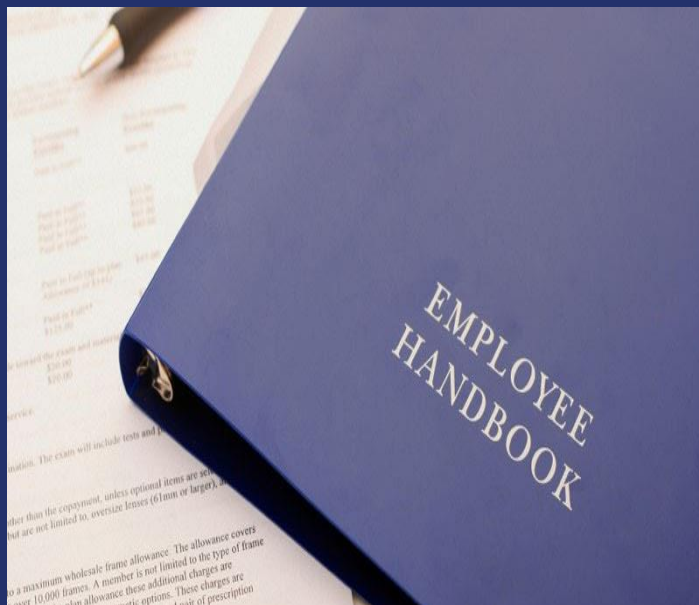
You can consider our Toolkits a *one-stop-shop* - created with HR best practices in mind as well as an eye toward employment law compliance and current labor trends.

Our Top Toolkits Include:

- **Recruiting, Interviewing, Hiring and Onboarding Toolkit**
- **Performance Management and Corrective Action Toolkit**
- **Employment Handbook and Workplace Policies Toolkit**

Together with the Toolkit, you will receive a 2-hour consultation session with an HR consultant to review the documents.

Contact us if you are interested in learning more about our Toolkits.



Meet Molly Bondellio! *Strategic Development Manager at Ultimate Software*

On-line HR technologies can help streamline your workplace policies and procedures. If you are looking for a technology solution, Molly is a great resource who can help.

Ultimate Software's cloud-based UltiPro helps simplify and improve work experiences. Employers can easily manage data and processes with UltiPro and ensure people feel engaged and productive from day one.

With UltiPro, you can deliver personalized recruiting and onboarding experiences, guide employees through benefit choices, simplify complex payroll calculations, efficiently manage time and attendance, support continuous performance management, and build proactive plans for the future. UltiPro's solutions are supported by powerful business and artificial intelligence to help you drive smarter, people-focused results.

Molly has been helping employers leverage technology to future proof their business with Ultimate Software for almost 6 years, with 7 years in the industry prior to becoming an UltiPeep. Contact her to learn more about upcoming virtual events, webinars, and demo opportunities to see UltiPro in action!

Mobile: 216.386.4141

Molly_Bondellio@ultimatesoftware.com

www.ultimatesoftware.com
[LinkedIn](#) | [Twitter](#) | [People First Blog](#)



This is a *must attend* event on Oct. 9, 2020! The speaker line-up this year is phenomenal and the John C. Maxwell Team is expecting one of its biggest “virtual” crowds ever.

So, if you are looking for a team-building opportunity or a chance to hear from the top leaders of our time, sign up by clicking here to reserve your spot today:



Dawn Ja’Net Williams & Angela Majerle are doing great work in the areas of culture improvement and employee engagement. Dawn and Angela are brilliant and passionate about the work they do in helping organizations transform their environments into *positive and productive* workplaces.

We are kicking off our next Vlog series on how to cultivate a more inclusive workplace, discussing why this matters and what it really means. We are also offering training sessions for management teams. Contact me if you’d like to learn more.



VIRTUAL WORKPLACE TRAINING & CONSULTING




Like the rest of the world, we’ve gone virtual! We are happy to support you and your organization by offering consultation and training services through a digital platform.

If you need advice on employee relations issues, Covid-19 matters or have any workplace concerns, we are here to help. Feel free to contact me or ImagineHR’s Lead Consultant, Corinne Kozlowski at cimaginehr@gmail.com.



Thank you for taking the time to read my newsletter! I will continue to share important information on relevant workplace topics and spotlight consultants and businesses here in Northeast Ohio making a difference. Reach out at stella@imaginehrconsulting.com or 440.897.1991. Thanks so much. ~Stella

Stella Karas Skaljac, Esq., SHRM-SCP