KEEP HR SIZZLING
FRESH INGREDIENTS FOR A NEW ECONOMY
WHY ARE WE HERE?
THE FIVE (5) PILLARS OF HUMAN RESOURCES

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LET’S GET SOMETHING STRAIGHT...

HR MISCONCEPTIONS

“Hi, I’m in HR”

“Oh, so you do hiring and firing...?”
HR MISCONCEPTIONS

I invented a way to regulate my mood with an external brain stimulator.

You're supposed to be organizing the company picnic.

Did you seriously expect me to do that without an external brain stimulator?
HR MISCONCEPTIONS

HR as Annoying Gnat!
PILLAR #1
Subject Matter Expert: Core HR Competencies
PILLAR #1: HR CORE COMPETENCIES

- Recruiting
- Training
- Benefits
- Compensation
- HRIS
- Safety
- Employee Relations
- Employment Law
- Policies
- “Go-To” Resource for Basics
PILLAR #2
AVOID LIABILITY
PILLAR #2: AVOID LIABILITY

• Protect organization from legal exposure due to employment decisions (or, non decisions)

• Trying to avoid: law suits, Agency claims (e.g., BOLI, EEOC)

• Consider with all employment decisions and actions; worse-case scenario

• Needs of Individual vs. Needs of Organization

• For Example: Performance Reviews, Hiring, Promotions, Terminations
PILLAR #2: AVOID LIABILITY

Terminations: Best Practices

• “Moment of Truth”; “Enough!” Term?
• When Coaching & Counseling isn’t working
• Effective “warnings”? Disciplinary cycle invoked? Surprise?
• Term Meeting: Summary of events; consistent with policies; no other option
• Final Paycheck; Personal Effects; Questions?
• Wish Them Well...
PILLAR #2: AVOID LIABILITY

“You’re Fired!!!”
PILLAR #2: AVOID LIABILITY
PILLAR #2: AVOID LIABILITY

Terminations

• Ensure Dignity (can still be successful somewhere else)
• Culmination of multiple warnings; may not “like” decision, but should understand company’s position
• Helps diffuse anger; less likely to sue or file Agency claim
• Now: defending company...stand by decision; company’s needs prevail
• Heeded warnings? Still employed
PILLAR #2: AVOID LIABILITY

Summary:

 HR must always monitor employment decisions, and consider all laws, policies, and consistent practices; review from all legal angles
 Keep the company out of legal trouble
 Increase morale, ensure organizational effectiveness...leads to fewer issues
PILLAR #3: ADVISOR & CONSULTANT

HE'S CREATING A HOSTILE WORK ENVIRONMENT.
PILLAR #3: ADVISOR & CONSULTANT

- Ensure Fairness & Consistency
- Interpret Policies/Laws
- Employee Advocate; Management Resource
- Monitor for Harassment, Discrimination
- Classic Ops/Mngt vs. HR; HR remain neutral
- Resource for “illness”, “accommodation”, “sick family...” comments: could trigger FMLA, ADA, etc.
PILLAR #4:
ENSURE COMPLIANCE
PILLAR #4: ENSURE COMPLIANCE

• Required Internal Documentation (company- and corporate-level): e.g., company-specific required training, safety, policies, PA’s on time; “tracking” systems.
• State Licensing Requirements (FH, OLCC, Security Licenses, CPR, etc.)
• State and Federal Laws (employers required to abide by); therefore, employment decisions must consider
PILLAR #4: ENSURE COMPLIANCE

Be Prepared for Audits by enforcement Agencies ("inspect what you expect")

- Occupational Safety & Health Administration (OSHA); national-level: safety enforcement + consider ee complaints
- Equal Employment Opportunity Commission (EEOC); national-level: can file law suits against employers
PILLAR #4: ENSURE COMPLIANCE

Audits...

• Bureau of Labor and Industries (BOLI); state-level
• Department of Homeland Security (DHS) & Immigration and Naturalization Services (INS): I-9 documentation
• E-Verify
PILLAR #5
RESPECT THE HUMAN CONNECTION
PILLAR #5: RESPECT THE HUMAN CONNECTION

• Help navigate “HR” world; “simple” HR questions, important to employee
• Serious personal issues
• Provide resources (legal, housing, training...)
• A friend
SUMMARY

• HR more than party-planners
• Involved with “hiring” and “firing,” but that’s not all...
SO...WHY ARE WE HERE?

FIVE (5) PILLARS

• Subject-Matter Experts
• Avoid Liability
• Advisor/Consultant
• Ensure Compliance
• Human Connection
QUESTIONS? COMMENTS?

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