



Human Resources and Labor Relations

“Educate don’t Litigate”

SCWBEC

**TO HIRE OR NOT TO HIRE-
THAT IS ONLY ONE OF THE
QUESTIONS!**

Mary Simmons, Director of HR Consulting

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Overview

- When not to hire
- Can you do it all alone?
- When to hire
- How to hire
- Employee compliance



When Not to Hire

Just because you are stressed is not a reason!

- If your cash flow is low
- Inconsistent business demands
- Freelancers and contractors are working well
- You do not have the space and virtual is not an option
- You don't have clear responsibilities for an employee

Can you Do it Alone?

- Are you turning work away?
- Are you missing client deadlines?
- Are you not retaining clients?
- You can't be in two places at once(i.e. trade shows)
- You do not have time for crucial tasks (personal and professional)
- Can customers reach you?



Is It Time to Hire?

- The support you get from vendors (accountants, marketing firms, etc.) can be done by an employee
- You have identified a new revenue stream and need the additional person's help
- Your skills set is limited in an area necessary for business growth (i.e. sales)
- Customers are complaining
- Quality or quantity of products/services is suffering

It's Time to Hire

1. Create a job description summarizing what you currently do
2. Decide which of these responsibilities can be completed by an employee
3. Create a job description for the new employee
4. Plan where the employee will work
5. Decide hours, times
6. Pay (FLSA)

What Kind of Employee Do You Need?

- Partner/ Co-owner
- Full time
- Part time
- Temporary
- Intern
- Seasonal
- On-call



How to Hire

External options:

- Temp agency
- Recruitment firm
- Schools

Internal:

- Job boards
- Website
- Social media
- Newspaper
- Referrals



Stay in Compliance

**From the ad, interview, hiring process,
orientation to employment
you must follow**

State, Municipal and Federal labor laws




Current Laws

- NY Paid Family Leave
- NY sexual harassment training/policy mandate
- Workers Comp
- NY state Disability
- Unemployment



Employee forms

- I-9
- 195 forms
- W-4
- NYPFL
- NY state sexual harassment policy and complaint form

| | | | | |
|--|-----------------------------|--|--------------|--|
|  | | Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services | | USCIS Form I-9 <small>OMB No. 1515-0047 Expires 08/31/2019</small> |
| <p>▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.</p> <p>ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</p> | | | | |
| Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i> | | | | |
| Last Name (Family Name) | | First Name (Given Name) | | Middle Initial |
| Other Last Names Used (if any) | | | | |
| Address (Street Number and Name) | | | Apt. Number | City or Town |
| | | | State | ZIP Code |
| Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | Employee's E-mail Address | | Employee's Telephone Number |
| | | | | |
| <p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p> <p><input type="checkbox"/> 1. A citizen of the United States</p> <p><input type="checkbox"/> 2. A non-citizen national of the United States (See instructions)</p> <p><input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____</p> <p><input type="checkbox"/> 4. An alien authorized to work _____ until (expiration date, if applicable, mm/dd/yyyy): _____ <small>Some aliens may write "N/A" in the expiration date field. (See instructions)</small></p> <p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p> | | | | |
| Signature of Employee | | | | Today's Date (mm/dd/yyyy) |
| <p>Preparer and/or Translator Certification (check one):</p> <p><input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. <i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i></p> <p>I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.</p> | | | | |
| Signature of Preparer or Translator | | | | Today's Date (mm/dd/yyyy) |
| Last Name (Family Name) | | First Name (Given Name) | | |
| Address (Street Number and Name) | | | City or Town | State |
| | | | ZIP Code | |

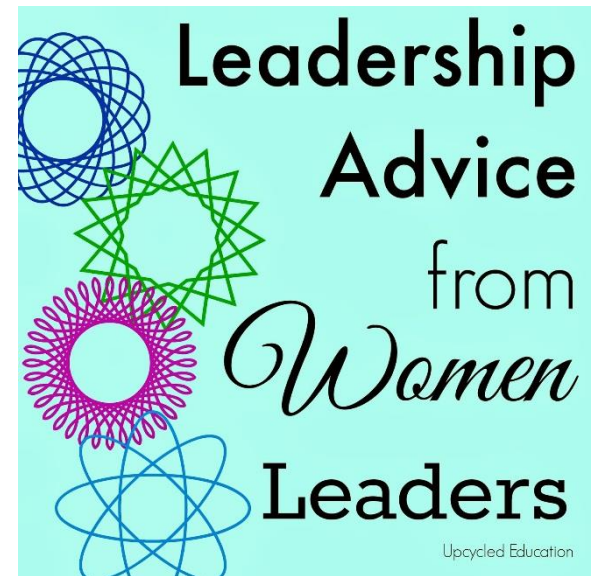
Protect Your Company

- EPLI
- Employee handbook
- Stay informed
- Employment posters
- Consult experts



Other Suggestions

- Create a personal “Board of Directors” to help with decisions, etc.
- Join a group for support (SWBEC)
- Find a mentor



QUESTIONS??????

Please email questions to:

**Mary Simmons:
Msimmons@pmpHR.com or
or call (516) 921-3400**



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Thank You!

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Mary Simmons is a Strategic Human Resource Professional with 25 years of experience partnering with companies in various industries to achieve success through formulating cost-effective human capital strategies that align with organizational goals. She was a Trainer and HR Generalist for a large retailer and then joined a major financial institution for 16 years as a HR Generalist and Senior Recruiter. Mary has also worked for a global provider of outplacement as a Career Counselor and Employment/ Business Liaison.

She proactively partners with all levels of management to attain positive business results as well as solid, progressive HR policies and procedures. Mary brings a strong foundation in HR fundamentals, personalized Talent Acquisition, creating results oriented training and employee relations.

Mary graduated from University of Delaware with a Bachelor's degree in Human Resources. She is currently a contributing author for GEM magazine, Time to Play website, and iworkwell website. She is also Co-chair of the SHRM Planning Committee, a member of the GO RED Luncheon Committee for the American Heart Association, a Board Member of the Cold Spring Harbor Whaling Museum, and a member of the Long Island HR Networking Group.

Mary earned her PHR certification in January 2012.

