



The Attorney-Reviewed, Award-Winning HR Library

PROVIDED BY: Real Benefit Solutions

The HR Library and Your Company

From supervising employees and staying compliant with Health Care Reform...to complying with federal and state labor laws – The HR Library stays with you every step of the way with attorney-reviewed tools, guidelines and forms.



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The HR Library Features:

- Most current Health Care Reform guidelines and alerts
- How to hire, discipline, give performance reviews and terminate
- Hundreds of forms, policies and a sample employee handbook
- COBRA, FMLA and state continuation of coverage
- Interactive HR tools including a job description developer and salary benchmarking tool
- State labor laws and posters
- All content is developed and updated by a team of attorneys



What's Inside The HR Library?

- Employee Benefits
- Health Care Reform
- Human Resources
- Recruitment and Hiring
- Discipline & Termination
- State Employment Laws
- Forms & Policies
- Online HR Tools
- Safety & Wellness

The screenshot displays the hr360 website interface. At the top, there is a navigation bar with the logo 'hr360 Your Compliance Edge' and a search bar. Below the navigation bar, there are several tabs: Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The main content area is divided into several sections:

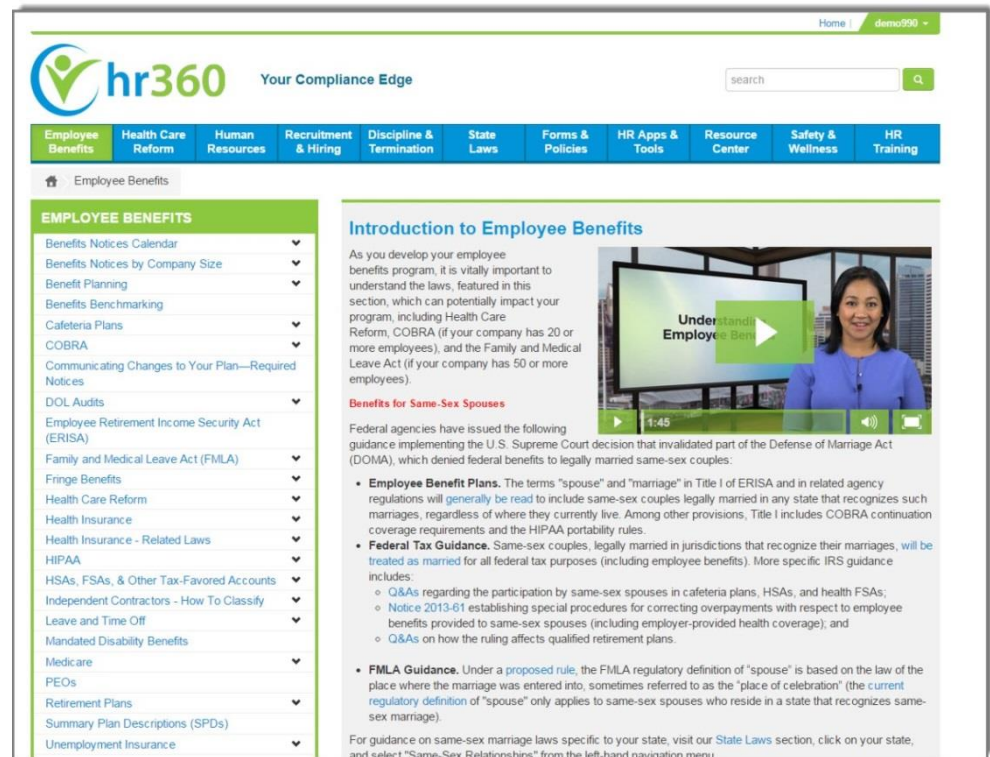
- State Law Finder:** A section with a map of the United States and dropdown menus for 'State' (Alabama) and 'Law' (Arrests and Convictions), with a 'Find It!' button.
- Productivity Tools:** A section with icons and links for 'Salary Benchmarking', 'Sample Job Description Builder', 'Performance Review Builder', and 'Multi-State Law Comparison Tool'.
- HR Training in Minutes:** A section featuring a video titled 'Employee Referral Programs' with a play button icon and a description: 'As a hiring manager, you may think the best way to fill your open positions is by posting job openings online. It turns out that employee referrals may be one of your most effective options when it comes to hiring top candidates. Watch the following video to learn the importance of an employee referral program.'
- Health Care Reform Updates:** A section with several news items, including 'CMS Releases List of Counties Meeting Non-English Literacy Threshold for Purposes of SBC Requirements', 'ACA Requires SBC & Uniform Glossary to Be Provided in Culturally and L...', 'New IRS Publication Helps Individuals Understand the ACA', '2015 Federal SHOP Marketplace Webinar Schedule Weekly Series for Small Business Owners & Other Resources The Centers ...', and 'Weekly ACA Webinars Continue Through January & February'.
- HR News Alerts:** A section with several news items, including 'Reminder to Employers: Post OSHA 300A Summary by February 1, 2015', 'Connecticut Supreme Court: State Nondiscrimination Law Covers Individuals Regarded as Physically Disabled', 'New Hampshire: State Law Prohibits Discrimination Based on Domestic Violence Victim Status', and 'IRS Guidance on Applying Retroactive Increase in Excludable Transit Benefits for 2014'.



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Employee Benefits

- Health Plan Notices Calendar
- Benefit Planning
- COBRA
- FMLA
- Leave & Time off
- Medicare



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EMPLOYEE BENEFITS

- Benefits Notices Calendar
- Benefits Notices by Company Size
- Benefit Planning
- Benefits Benchmarking
- Cafeteria Plans
- COBRA
- Communicating Changes to Your Plan—Required Notices
- DOL Audits
- Employee Retirement Income Security Act (ERISA)
- Family and Medical Leave Act (FMLA)
- Fringe Benefits
- Health Care Reform
- Health Insurance
- Health Insurance - Related Laws
- HIPAA
- HSAs, FSAs, & Other Tax-Favored Accounts
- Independent Contractors - How To Classify
- Leave and Time Off
- Mandated Disability Benefits
- Medicare
- PEOs
- Retirement Plans
- Summary Plan Descriptions (SPDs)
- Unemployment Insurance

Introduction to Employee Benefits

As you develop your employee benefits program, it is vitally important to understand the laws, featured in this section, which can potentially impact your program, including Health Care Reform, COBRA (if your company has 20 or more employees), and the Family and Medical Leave Act (if your company has 50 or more employees).

Benefits for Same-Sex Spouses

Federal agencies have issued the following guidance implementing the U.S. Supreme Court decision that invalidated part of the Defense of Marriage Act (DOMA), which denied federal benefits to legally married same-sex couples:

- **Employee Benefit Plans.** The terms "spouse" and "marriage" in Title I of ERISA and in related agency regulations will generally be read to include same-sex couples legally married in any state that recognizes such marriages, regardless of where they currently live. Among other provisions, Title I includes COBRA continuation coverage requirements and the HIPAA portability rules.
- **Federal Tax Guidance.** Same-sex couples, legally married in jurisdictions that recognize their marriages, will be treated as married for all federal tax purposes (including employee benefits). More specific IRS guidance includes:
 - Q&As regarding the participation by same-sex spouses in cafeteria plans, HSAs, and health FSAs;
 - Notice 2013-61 establishing special procedures for correcting overpayments with respect to employee benefits provided to same-sex spouses (including employer-provided health coverage); and
 - Q&As on how the ruling affects qualified retirement plans.
- **FMLA Guidance.** Under a proposed rule, the FMLA regulatory definition of "spouse" is based on the law of the place where the marriage was entered into, sometimes referred to as the "place of celebration" (the current regulatory definition of "spouse" only applies to same-sex spouses who reside in a state that recognizes same-sex marriage).

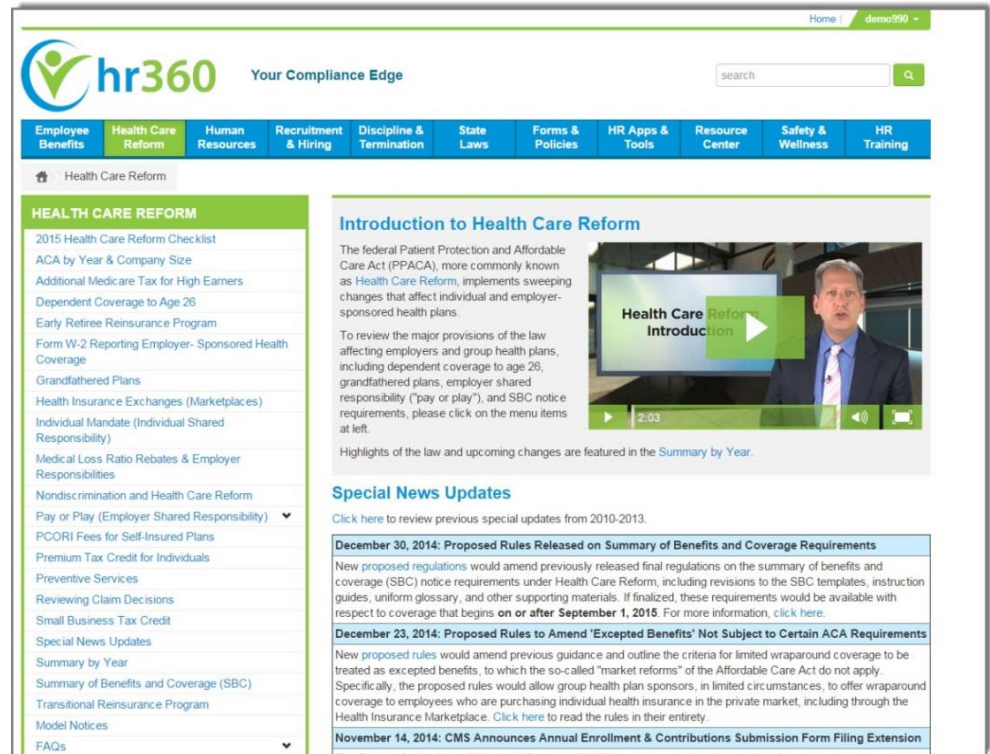
For guidance on same-sex marriage laws specific to your state, visit our [State Laws](#) section, click on your state, and select "Same-Sex Relationships" from the left-hand navigation menu.



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Health Care Reform

- Annual PPACA Checklist
- Major Provisions Explained
- Real-Time News Updates
- Summary of Requirements by Year
- Model Notices
- FAQs



The screenshot displays the hr360 website interface. At the top, the logo "hr360" is accompanied by the tagline "Your Compliance Edge". A navigation menu includes categories such as Employee Benefits, Health Care Reform (highlighted), Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The main content area is titled "HEALTH CARE REFORM" and features a left-hand sidebar with a list of topics including the 2015 Health Care Reform Checklist, ACA by Year & Company Size, and various tax and insurance provisions. The main content area includes an "Introduction to Health Care Reform" section with a video player showing a man speaking, and a "Special News Updates" section with several news items dated from 2013 to 2014, such as "Proposed Rules Released on Summary of Benefits and Coverage Requirements" and "CMS Announces Annual Enrollment & Contributions Submission Form Filing Extension".



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Human Resources

- Labor Laws by Company Size
- Employee Pay:
Exempt & Non-Exempt
- Employee Records and Files
- Discrimination
- Performance Reviews

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Recruitment & Hiring

- Job Analysis and Job Descriptions
- Hiring Process
- How to Interview
- New Employee Orientation
- Recruitment Process

The screenshot displays the hr360 web application interface. At the top, there is a navigation bar with the logo 'hr360 Your Compliance Edge' and a search bar. Below the navigation bar, there are several tabs: Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring (selected), Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The main content area is titled 'Recruitment & Hiring' and features a sidebar with a list of topics: Background Checks, Employment Taxes, Form I-9, Hiring Process, How to Interview, Independent Contractors - How to Classify, Job Analysis & Job Description, New Employees/Onboarding, Recruitment, Recruitment & Hiring Forms, and Sample Job Descriptions. The main content area is divided into three sections: 'Employee Recruitment and Hiring' with a video player and a list of bullet points, 'New Hire Process' with a paragraph and a list of bullet points, and 'New Hire Requirements' with a paragraph. The video player shows a woman speaking and has a play button and a progress bar. The 'New Hire Process' section includes a list of bullet points: 'Send the prospective employee an offer letter or contract and other documents, including confidentiality or non-compete agreements if appropriate.', 'Be sure all documents are signed.', 'Prepare for the arrival of the new employee.', and 'Conduct employee on-boarding/new employee orientation.'



Discipline & Termination

- Termination Steps
- Exit Interviews
- Disciplining Employees
- Termination Policies
- Final Paycheck

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Home | demo390

hr360 Your Compliance Edge

search

Employee Benefits Health Care Reform Human Resources Recruitment & Hiring **Discipline & Termination** State Laws Forms & Policies HR Apps & Tools Resource Center Safety & Wellness HR Training

Discipline & Termination

DISCIPLINE & TERMINATION

Termination Steps

Checklist

COBRA

Communicating Employee Resignations

Disciplining Employees

Employment At-Will

Exit Interviews

Final Paycheck

Grievance Programs

Laws Relevant To Termination

Layoffs

Post-Termination Employer Responsibilities

Severance

Termination Meetings

Termination Claims & Issues

Termination Policies & Procedures

Termination Forms

Introduction to Discipline and Termination

Terminating an employee, whether for misconduct or a reduction in force, is never a pleasant task. However, at times it is a necessary part of managing a workforce. Voluntary termination by an employee through resignation or retirement may not carry the negative stigma of an involuntary termination, but it does trigger certain responsibilities for the employer.

Involuntary Termination

Each step in the process of terminating an employee should be carefully executed. Each step must be carefully and thoroughly documented. If an employee is discharged for poor performance and later sues alleging discrimination, the employer will have a difficult time defending if the personnel file is devoid of any documentation of the poor performance over a reasonable period of time.

Note: Terminating an employee is a very sensitive matter, requiring careful communication and documentation to avoid potential lawsuits or other future problems. It is prudent to consult an employment law attorney or HR specialist before taking any specific steps should the need to terminate an employee arise.

Although "at will" employment is common to virtually all states, employees do have substantial statutory protection as well as remedies found in judicially recognized exceptions to the at will employment rule.

Statutory Protections

- Federal law prohibits any adverse employment action based on race, color, sex (including pregnancy), age, national origin, disability, military service or genetic information.
- Federal law further prohibits adverse employment action because an employee:
 - Participates in an investigation or proceeding related to a claim of discrimination, or opposes discriminatory conduct.
 - Reports violations of wage and hour laws, such as minimum wage and overtime.

Productivity Tools

Salary Benchmarking

Sample Job Description Builder

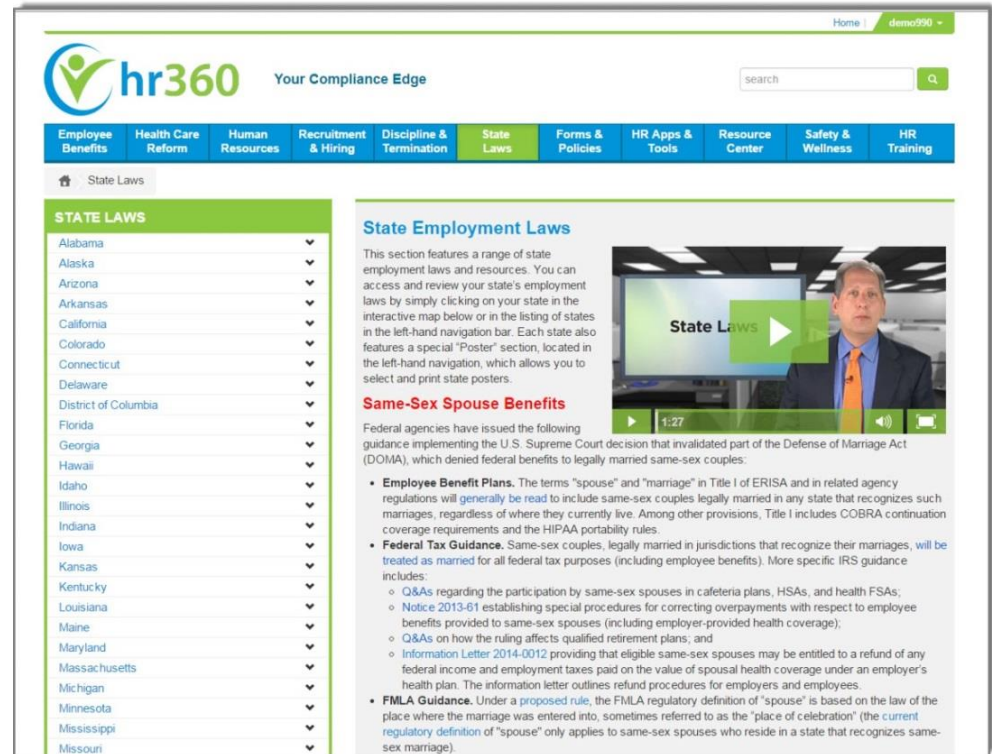
Performance Review Builder



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State Employment Laws

- Continuation of Benefits
- Drug Testing
- Family/Medical Leave
- Jury Duty
- Meal & Rest Breaks
- Minimum Wage
- New Hire Reporting
- Overtime
- Employment Posters
- Recordkeeping
- Smoking
- Unemployment
- Voting Leave
- Wage Payment Timing



The screenshot displays the hr360 website interface. At the top, there is a navigation bar with the logo and the tagline "Your Compliance Edge". Below this is a search bar and a menu with various categories: Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws (highlighted), Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The main content area is titled "State Laws" and features a list of states with dropdown arrows. To the right, there is a video player showing a man speaking, with the title "State Laws" and a play button. Below the video, there is a section titled "Same-Sex Spouse Benefits" with a sub-heading "Federal agencies have issued the following guidance implementing the U.S. Supreme Court decision that invalidated part of the Defense of Marriage Act (DOMA), which denied federal benefits to legally married same-sex couples." The text includes bullet points for "Employee Benefit Plans", "Federal Tax Guidance", and "FMLA Guidance".



Forms & Policies

- Hundreds of Downloadable Forms
- Sample Employee Handbook
- New Hire & Termination Forms
- Performance Review Forms
- Model Policies



Interactive HR Tools

- Job Description Builder
- Salary Benchmarking Tool
- Employee Cost Calculator
- Performance Review Builder
- Interview Question Builder



Resource Center

The Resource Center features a glossary of terms including:

- Health Care Benefit Terms
- Paid Leave Terms
- Retirement Benefit Terms

As well as:

- FAQs
- Spanish Language Resources
- Local DOL Services

The screenshot displays the hr360 Resource Center website. At the top, the logo 'hr360 Your Compliance Edge' is visible alongside a search bar. A navigation menu includes categories such as Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center (highlighted), Safety & Wellness, and HR Training. The main content area is titled 'Resource Center' and features a video player with a woman speaking, captioned 'Your Go-To Location For: Answers to FAQs, Definitions of HR and Benefit Terms'. Below the video, there are sections for 'Key Government Information', 'Disability Resources', 'Health Benefits', 'Retirement Benefits', 'Statistical Information', and 'Wages & Work Hours'. A sidebar on the left lists various resources like 'List of Acronyms', 'Compliance Assistance for Federal Contractors', 'Disability Benefit Terms', 'Diversity Terms', 'FAQs', 'Federal Laws', 'General Benefit Terms', 'Health and Wellness', 'Health Care Benefit Terms', 'Health Insurance Coverage Terms', 'Health Insurance Terms', 'HIPAA Terms', 'Local DOL Services', 'Newsletters', 'Paid Leave Terms', 'Retirement Benefit Terms', 'Spanish Language Resources', and 'Workers' Compensation Terms'. At the bottom of the sidebar, there are 'Productivity Tools' including 'Salary Benchmarking' and 'Sample Job Description Builder'.



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Safety & Wellness

- OSHA Small Business Programs
- Employer Responsibilities
- Electronic Tools & Resources
- Posters and Publications
- Health & Wellness Programs

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HR Training

The 'HR Training' section offers you dozens of HR training videos that will provide valuable support. Our attorney-reviewed videos provide you with bottom line guidance in a just a few brief minutes -- perfect for busy business owner/HR Manager who needs to learn more about key topics such as hiring, termination and performance reviews.

The screenshot shows the 'hr360 Your Compliance Edge' website interface. At the top, there is a navigation bar with a search box and a 'demo990' dropdown. Below this is a menu with categories: Employee Benefits, Health Care Reform, Human Resources, Recruitment & Hiring, Discipline & Termination, State Laws, Forms & Policies, HR Apps & Tools, Resource Center, Safety & Wellness, and HR Training. The 'HR Training' section is active, showing a 'HR Training Introduction' and a list of 'All Categories'. The 'All Categories' section displays a grid of video thumbnails with titles and brief descriptions. A 'Browse Categories' sidebar is visible on the right.

hr360 Your Compliance Edge

Home | demo990

search

Employee Benefits Health Care Reform Human Resources Recruitment & Hiring Discipline & Termination State Laws Forms & Policies HR Apps & Tools Resource Center Safety & Wellness **HR Training**

HR Training

HR Training Introduction

The 'HR Training' section offers you dozens of HR training videos that will provide valuable support. Our attorney-reviewed videos provide you with bottom line guidance in a just a few brief minutes -- perfect for the busy person who need to learn more about key topics such as hiring, termination and performance reviews. You can view all the videos at once, or narrow your search of available training videos by clicking on a 'Category' like 'Termination' to view the training video associated with that topic. You can click and view a training video on this screen or, if you click on a title, you can see more detailed information about the training video.

All Categories

Browse Categories	
All Categories	Cell Phone Policy
COBRA	Compliance
Confidentiality	Disciplining
Dress Codes	Employee Goals
Employee Onboarding	Employer Issues
Employment Process	Employment Testing
Federal Labor Laws	Firing
Health and Wellness	Hiring Process
Holiday Time Off	Human Resources
Interns	Interview
Job Description	Negative Feedback
Payroll Cards	Performance Reviews
Post Termination	Problem Employee
Recordkeeping	Recruitment and Hiring
Setting Goals	Termination

Performance Review
• 4 performance evaluation formats, and compensation

Employee Referral Programs
• 4 employee referral programs

Warning Signs of a Demotivated Workforce:
• Absenteeism
• Decreased Productivity
• Increased Turnover
• Decreased Quality of Work
• Decreased Customer Satisfaction

Delivering Performance Appraisals ...

Employee Referral Programs

How to Keep Employees Motivated

80% of global workforce is actively looking for a job, 70% of HR professionals are struggling to fill open jobs with top talent.

Guidelines for Giving Rewards
• 4 guidelines for giving rewards

The Job Application Form
• 4 key important applicant information items
• 4 key important applicant information items

What Makes Employees Leave and What...

Rewarding Employees for a Job Well ...

The Job Application

Do's and Don'ts of Preventing Mistakes

Social Security/Payroll
• 4 key important applicant information items
• 4 key important applicant information items

COBRA Mistakes - Do's and Don'ts

Employee Name Changes

Paying Employees

"Off the Clock" tasks include:
• 4 key important applicant information items
• 4 key important applicant information items



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For Questions, Please Contact:



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