



## Job Descriptions

Does your company have accurate job descriptions in place for all your employees?

This is an item regarding a company's employee job descriptions. Employee job descriptions are the first documents that a court would examine to determine the legitimacy of any discrimination charge. Job descriptions can be used as part of a defense in a courtroom only if they are accurate and well prepared.

A job description should state the job's essential function, including any physical requirements required by the position.

Primary and secondary responsibilities, attendance requirements, education requirements and special skills to perform the function should be listed, plus any standard to which the incumbent filling the post is held. The name of the worker's supervisor and any position an incoming supervisor will be responsible for should also be mentioned. If your company does not have job descriptions in place for employees and would like help getting started, please contact **Dave Nichols** at PH (401) 213-6260.

## Some Interesting Compliance Guidelines

New state laws are changing on how employers handle leave requests from employees who have young children or elderly parents. Laws in many states grant workers up to 40 hours yearly to participate in activities that include school conferences and medical appointments. States that do not have these laws in place yet may have them pending in state legislature. Federal law can apply to these scenarios as well.

*BLR (Business & Legal Reports)*

**Peace begins with a smile.**  
*Mother Teresa*

visit our new website  
[www.qualitytransitions.net](http://www.qualitytransitions.net)

## Avoiding HR Pitfalls

The number of organizations who seek outside assistance to administer their human resource solutions continues to grow, as they see the benefits that come from human resource outsourcing are numerous as well as profitable.

Consider the following when choosing a human resource vendor:

**Size matters:** How many employees can the human resource firm handle effectively? Will the HR firm be able to handle any growth the company experiences?

**Experience matters:** Critical that you choose an experienced HR vendor. Verify that they have handled other customers/businesses that are of similar size to yours. Don't be afraid to ask for references.

**Customer service matters:** Don't forget that you are entrusting employee happiness to another organization. Establish solid oversight procedures to pro-actively identify and avoid mistakes and misunderstandings. Beware of "outsourcing of the outsourcing." If your HR vendor relies on outside organizations for things such as retirement plans or health care insurance, find out who the organizations are, their track record, and their references. *taken from International Society of Human Resource Professional Newsletter.*