

EMPLOYEE HANDBOOK



Currently being updated for July 1

- No material changes
- Replacing appendices with links to documents
- Removing CoC and linking to website

Template is being worked on to assist locations

- REMINDER: Each location must maintain its handbook to ensure a match to its policies (work hours, PTO, accrual rates, holidays)

OPEN ENROLLMENT



Integration with Paylocity

Required:

- active enrollment (no rollover of last year's benefits)
- re-input of dependent information

Removes need for:

- manual process of enrollment (which could cause errors at new hire or rehire, payroll input, etc.)
- separate login for benefits

Feedback

WORKER'S COMPENSATION



Seeing frequent and costly W.C. claims within more physical roles (custodial, maintenance, and cafeteria positions)

Currently looking at options to implement physical capacity testing for these roles

- Candidate for a position could complete testing to ensure they're able to safely complete the physical essential functions of their role
- Can help determine pre-existing physical limitations

A physical capacity test can:

- Help ensure proper job fit by validating candidates can perform essential job functions of the role
- Improve productivity and safety
- Reduce turnover from employees who physically cannot handle the role
- Allow opportunity to provide/discuss reasonable accommodations
- Reduce risk of workplace injuries & lower number of W.C. claims
- Defend against W.C. claims that are exaggerated or actually related more to pre-existing injuries
- Give employer documented, job-related justification for non-selection

Reminders:

- Each location should have a designated W.C. person
 - Complete the FROI, RAS communicates with contact on status of W.C. leave/injury & informs of any work restrictions upon return
- *A Supervisor's Accident Investigation Report* should be completed shortly after the incident
 - Asks questions about how the incident occurred & whether employee was taking part in a task outside of their responsibilities
 - Prompts creation of plan to prevent future similar incidents

PERFORMANCE MANAGEMENT

