

TAP INTO OUR TALENT

ACT NOW... get sued later!

ADA. EEOC. ERISA. FLSA. Title VII. WARN. Employment law is an ever-expanding game of alphabet soup. Make one rash decision, and a legion of attorneys will be waiting to pounce. So what can you do to protect yourself?

An ounce of prevention...

While you can't eliminate all your employment risks, most employers can keep themselves out of court by avoiding the mistakes below.

Hiring & Pre-employment	On the Job	Termination
<ul style="list-style-type: none"> • Not defining clear job qualifications • Not providing an accurate job description • Failing to do background and reference checks • Not applying selection criteria consistently • Using assessments that have not been validated • Relying on subjective evaluation methods • Not giving accurate estimates of compensation • Failing to disclose events that could impact a new hire's employment status, pay or security • Making promises about job security or advancement that are not kept 	<ul style="list-style-type: none"> • Misclassifying employees as exempt and not paying overtime • Ignoring harassment claims and other issues relating to race, age, gender or religion • Misclassifying employees as independent contractors • Tolerating poor results then firing the person when you've had enough • Failing to explain why employment decisions are made • Not treating employees fairly and consistently • Failing to adhere to company policies • Ignoring illegal or unethical conduct 	<ul style="list-style-type: none"> • Not documenting poor performance or other grounds for termination • Firing someone for getting injured or submitting a workers' comp claim • Acting contrary to an employee's reasonable expectations • Firing for performance that is tolerated from others • Not maintaining employee confidentiality • Withholding an employee's final check or commissions • Terminating an employee out of anger • Providing unnecessary negative references • Breaking promises

Protect yourself before, during and after...

Remember, employment risks start long before an employee's first day on the job. And they don't end until well after termination. To avoid getting sued, you need to avoid rash actions and think through the best ways to protect yourself at every stage of the employment relationship.

Tap Into Our Talent is brought to you by AccruePartners, a full-service recruiting firm handling both temporary and permanent placement in Accounting and Finance, "C" Level Administrative Support

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