



# Human Resource and Labor Laws

# About Your Speaker

## Michelle Gray, President, HR Synergy, LLC



Michelle has worked in the Human Resource industry for over twenty years. With generalized experience, Michelle is knowledgeable in the areas of labor law compliance, employee relations, compensation, benefits, worker's compensation and training.

After being impacted by the recession and a reduction in force, Michelle was determined to help businesses who either could not afford or did not have a need for an in-house human resource department.

In 2009, HR Synergy, LLC was developed with our core business focus on Federal and State Labor Law Compliance education for employers and effective Employee Communication Tools. All employers have labor laws they are expected to comply with!

Michelle is an active member of the National Human Resource Association (NHRA), Massachusetts Nonprofit Network, Manchester Human Resource Association (MAHRA), New Hampshire Center for Nonprofits, Greater Manchester Chamber of Commerce, Society of Human Resource Management (SHRM), sits on the board for the HR State Council of New Hampshire and is a steering committee member for Leadership of Greater Manchester.

Michelle is an avid believer that people should not be held accountable to meet expectations that have not been clearly defined.

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# Learning Objectives

- Employment laws supervisors and managers should know
- Attracting & onboarding quality employees
- Retain and motivate employees



# Employment Laws

- Gain an understanding of what employment laws impact the recruiting and hiring processes.
- Learn what your responsibility/liability is as a supervisor or manager.
- Some of the employment laws we'll be discussing include:
  - Title VII of the Civil Rights Act (15 employees)
  - Fair Labor Standards Act (1 employee)
  - Immigration Reform and Control Act (1 employee)

# Attracting & Onboarding Quality Employees

1. We will be discussing processes to consider when recruiting candidate.
2. Show you how to develop a comprehensive job description that outlines:
  - What the organization needs to accomplish with this position?
  - What education is needed to do this job?
  - How much experience is needed for a person to be successful in this role?
  - Is this position classified as exempt or non-exempt?

# Attracting & Onboarding Quality Employees, cont.

3. Teach you why the importance of conducting a compensation analysis prior to hiring is so important.
4. You will learn how to create the recruiting process that's most effective for your organization
5. Learn why Introducing the employee to the company culture and creating relationships with their manager and peers will aid in retaining motivated employees.



# Retain and Motivate Employees

- Value of learning what your employees goals and growth opportunities
- Various tools to communicate with employees on accomplishing performance expectations.
- Good, bad and ugly communication with employees
- Conducting stay interviews vs. exit interviews

The End

