



Top 10 HR Mistakes Every Business Must Avoid

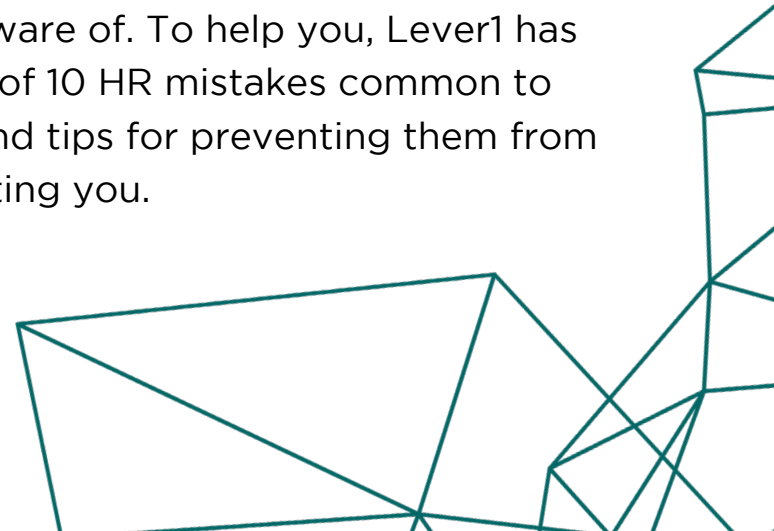


Protect Your Business from HR Mistakes

Human resource departments have a lot of responsibilities. From recruiting and training to compliance and ever-changing regulations, it's HR's job to protect both the company and employees.

At larger organizations, the tasks the departments must perform can be shared among several employees. But in small businesses, the entirety can fall on to one person – who may also be responsible for more than HR.

To avoid costly fines and lawsuits, there's a lot you need to be aware of. To help you, Lever1 has compiled this list of 10 HR mistakes common to all businesses – and tips for preventing them from negatively impacting you.



10 HR Mistakes Businesses Often Make (And How to Avoid Them)

1. An Outdated Employee Manual: Ensure your employee manual is regularly updated to reflect current policies and regulations, fostering clarity and consistency within your organization.

2. Vague or Unclear Job Descriptions: Craft detailed job descriptions that outline roles, responsibilities, and expectations clearly to avoid misunderstandings and ensure alignment between employees and employers.

3. Disorganized Employee Files: Maintain organized and secure employee files, adhering to legal requirements and confidentiality standards to safeguard sensitive information.

4. Not Using Evaluation – Stay Interviews: Conduct regular stay interviews to understand employee satisfaction levels and proactively address potential issues before they escalate, fostering a positive work environment.

5. Mismanaging Payroll: Implement robust payroll systems and processes to minimize errors and ensure timely and accurate compensation for employees, enhancing trust and reliability within your organization.

6. Not Effectively Tracking Time and Attendance: Implement effective time and attendance tracking mechanisms to monitor employee productivity and attendance, facilitating accountability and performance management.

7. Confusing Exempt vs. Non-exempt: Understand the distinction between exempt and



non-exempt employees to ensure compliance with labor laws regarding overtime pay and exemption status.

8. Ineffective Recruitment Strategies: Develop strategic recruitment strategies tailored to your business needs, emphasizing diversity and inclusion to attract top talent and enhance organizational culture.

9. Discrimination: Establish zero-tolerance policies against discrimination and harassment, providing training and resources to educate employees and promote a respectful and inclusive workplace environment.

10. Inconsistent Discipline: Implement fair and consistent disciplinary procedures that adhere to company policies and legal requirements, emphasizing constructive feedback and opportunities for improvement.





All Businesses Need Great HR

HR is not something any company can afford to neglect. Even if you haven't had issues yet, huge fines and lawsuits could be lurking right around the corner. Don't risk everything you've built – Lever1 is here to help, offering:

Unlimited Support: Our clients are assigned a team who are ready to address urgent issues and partner with management for guidance and coaching processes.

HR Consulting: By allowing our clients to choose products a la carte, we customize a program that delivers what our clients need and want.

The Lever1 Wheel of Service: We provide a proactive approach to HR focusing on one target HR project a month, which allows you to stay compliant within a manageable timeline.



Harness the Power of Lever1

HR is just one of the many services Lever1 offers organizations. As a professional employer organization (PEO), we harness the power of more than 6,500 combined employees to give you access to better, more affordable ways to run your business and secure benefits.

As part of our network, you'll have a dedicated team who can help:

- Lower unemployment rates
- Manage payroll and benefits administration
- Improve HR services, including onboarding and benefits enrollment
- Ensure compliance

Contact us today to learn more.

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