





2019 Checklist to Update Human Resources Initiatives


 **Customized Diversity and Anti-Harassment Training.** Proper training of a Company's supervisors on issues including diversity, anti-harassment, documentation, and discipline helps to ensure that the Company's policies and procedures are implemented in a consistent manner and can be a valuable defense in the event of a lawsuit.

 **Update the Employee Handbook:** A current employee handbook is a key element to a productive work environment and to defending various types of claims alleged by employees. Numerous changes over the last few years and for 2019 effect policies contained in employee handbooks. Some of the changes that effect Illinois employers (based on Illinois and/or federal law) that generally should be addressed in an employer's employee handbook, include but are not limited to:

- Amendments to the Illinois Wage Payment and Collection.
- The Illinois Pregnancy Accommodation Act.
- Nursing Mothers in the Workplace Act.
- Cook County and/or City of Chicago Paid Sick Leave Ordinance(s).
- The Defend Trade Secrets Act.
- Updates to policies including Confidentiality, Equal Employment Opportunity, Anti-harassment and Anti-Discrimination, Americans with Disabilities, Workplace Violence, and Drugs and Alcohol.

 **Review and Update Non-Compete, Non-Solicitation, and Confidentiality Agreements:** With caselaw evolving and employees seeking other opportunities, it is important that your non-compete, non-solicitation, and confidentiality agreements are updated and tailored to the position that the individual will hold, and that sufficient consideration is being provided to support the underlying enforceability of the agreement.

 **Ensure Compliance with the Illinois Biometric Privacy Act:** If your Company is using a timeclock that requires employees to clock-in and out using his or her fingerprint, the Illinois Biometric Privacy Act requires that the employer have a policy in place and a consent form obtained from employees.

 **Conduct a Review of Employee Classifications and Update Job Descriptions:** The new year is the perfect time to ensure that employees are properly classified as exempt or non-exempt and to ensure that job descriptions reflect the actual duties performed by the employee on a regular basis. Not only do properly written job descriptions help defend claims against misclassification, they also help in evaluating requests for accommodations under the Americans with Disabilities Act.

Please contact Stephanie Dinkel at 630-505-9939 or sdinkel@k-pllc.com if you have any questions or would like to discuss any of the above.