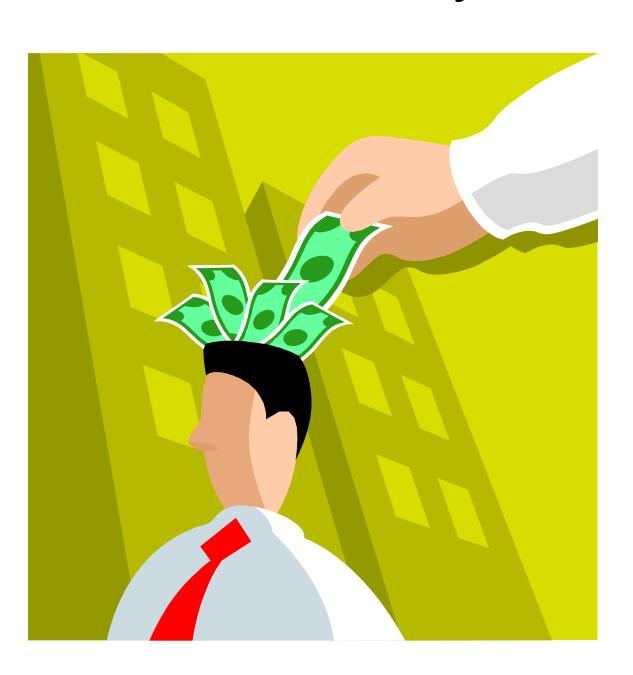# Growing Your Business:
HR Law Essentials

Boston Entrepreneurs' Network
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Invest Wisely

Critical and Common Issues

Practical Suggestions

MA law

Legal Framework

- State/Federal
- Employment-At-Will
- Contract Law
- Employer Responsibilities ~ Number of Employees

Headcount Counts

- 1-5
- 6-14
- 15-19
- 20-49
- 50-99
- 100+

See Handout

Alphabet Soup

- MMLA
- ADEA
- ADA
- FLSA
- ETC.

"Hiring" Yourself/Founders

- Current or prior employment: glue?
- Wages/hours/OT
- Withholdings

- Workers' compensation – MA exemptions
- Unemployment
- Documentation

Hiring Your Employees

- Do you need employees?

- Temporary Agency or Leased Employees

- Contractors

- Differing legal standards apply

Contractor Issues – MA

- Workers' compensation and wage laws

- "Three-factor" test

- Presumption is employee status

Interns/Volunteers

- Not without legal risks

- Primary concern: wage and hour laws

- Insurance and liability issues

- 6 conditions

- Suggested practice: documentation

Hiring Your Employees

- Job Description
- Job Applications
- Interviews
- Background Tests
- Drug Testing

- Disabilities
- Documentation
- Withholding
- Records - Hours

Managing Your Employees

- Mandatory Postings and Policies (Harassment Prevention)

- Key Policies

- When do you need a "Handbook"?

Managing Your Employees

- Performance Reviews
- Complaints/ Investigations
- Harassment Prevention Training

- Leaves of Absence
- Maintaining Files
- Documentation

Employment Terminations

- Resign
- Fired
- Unemployment
- Severance/Release; OWBPA

Conclusion

- Basic concepts
- Common sense, fairness
- Nonsensical laws and changing legal landscape
- Fact-specific
- Web-site resources – see handout

Grow Your Business, Not Your Liabilities

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