

THE MONTANI MINUTE

HR Policy Checklist for 2025

I can't stress enough how important policies are. They are your business's instruction manual and ensure that you...

- Stay legally compliant
- Set clear expectations
- Act consistently and fairly
- Protect you and your business

With the new White House Administration in place, and because employment laws can change, it's vital to have the right policies in place and update them as needed.

Do you have the right policies in place for 2025?

While some policies are legally required, others are recommended to promote best practices and align with organizational objectives.

In the United States, employment policies fall into four basic categories: federal, state, local and optional. Federal, state and local policies cover compliance with federal, state and local employment laws, while optional policies are not dictated by any law.

Here are some of the policies related to federal law:

- Code of Conduct
- Equal Employment Opportunity (EEO)
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)
- Title VII of the Civil Rights Act
- Data Protection and Privacy Policy
- Immigration Reform and Control Act (IRCA)
- Occupational Safety and Health Act (OSHA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Internet and Email Usage Policy
- Drug and Alcohol Policy

Please get in touch with us today for a full list of policies you should have in place and why.

Race Discrimination claim upheld



A recent Equal Opportunity Commission lawsuit on race discrimination against Sureste Property Group serves as a stark reminder of the importance of building a truly inclusive workplace.

According to the lawsuit, Sureste fired its first, and only, African American manager, despite his good performance, because of his race. He was replaced with a less qualified white employee who was promoted. This ultimately resulted in legal repercussions and damage to the organization's reputation.

In addition to providing monetary relief, Sureste agreed to distribute anti-harassment and anti-retaliation policies, post a notice in the workplace informing employees of the settlement, and provide specialized training to all supervisors, managers and employees.

This situation could have been prevented if the company had been more proactive about implementing robust anti-discrimination and harassment policies and had conducted relevant training.

<https://www.eeoc.gov/newsroom/sureste-property-group-pay-75000-eeoc-race-discrimination-lawsuit>

The key to successful coaching

Coaching can be a transformative tool for personal and professional growth, but it only works when all parties are ready and willing to engage.

This article highlights that coaching is not a "one-way street". Managers need to learn to deliver effective coaching, but employees must be open to change, see the value in constructive feedback, and be prepared for the process. For small business owners, ensuring that coaching is the right fit at the right time can significantly improve outcomes.

If you're considering coaching your team, let's discuss how to set the stage for success.

<https://www.forbes.com/councils/forbescoachescouncil/2019/10/03/coaching-is-not-a-one-way-street-why-recipients-should-learn-the-value-of-feedback/>



Does your workforce know how to report misconduct?

In a survey of 2,055 employees, more than half of respondents experienced or witnessed inappropriate or illegal incidents at work during 2023 - the most prevalent being bullying, sexual harassment, racism and harassment related to age, gender or sexual orientation.

Only 58% of employees who experienced or witnessed inappropriate behavior reported the incident to their employers - a drop from 64% in 2019.

This emphasizes the need for clear reporting policies, transparent workplace cultures and leadership commitment to encourage a safe environment for addressing all types of misconduct.

<https://www.shrm.org/topics-tools/news/inclusion-diversity/employees-know-how-to-report-misconduct>

4 ways to make your employees LOVE working for you

Creating a workplace where people feel valued and motivated is good for your employees and great for business!

Here are four key ways to build an environment where people love to work:

1. Recognize their efforts

A simple "thank you" or acknowledgment of a job well done can go a long way. Celebrate big and small wins to show appreciation for their hard work.

2. Develop growth opportunities

Provide clear paths for career development. Whether it's training, mentorship or promotions, employees need to know they can grow with you.

3. Prioritize work-life balance

Respect boundaries, offer flexibility and create policies that support mental and physical well-being. Happy employees are productive employees!

4. Show that you care

Take an interest in their well-being, both at work and outside of it. A little empathy and understanding can make a huge difference.

Get in touch if you would like to improve the performance and engagement of your employees.





Questions & Answers

What should I do if an employee fails to attend a disciplinary meeting?

First, find out why the employee did not attend. Rescheduling is an option if there is a valid reason, such as illness. If no valid reason was given, you can decide on the next steps based on the evidence you have available. Before deciding, you must consider company policy, the employee's record and reasons for absence. It's best to contact an expert for guidance. We can help.

Do interns have the same rights as employees?

Internships are a great way to gain work experience while training and studying for qualifications. Interns generally have the same rights as employees, although pay rates can vary depending on the type of job, company, industry and location.

My employee has been out sick for several days. Do they need to submit a doctor's excuse note?

An employer may request a doctor's excuse note as part of the company's sick leave or attendance policy, as long as that practice is uniformly applied to the workforce. If an employee needs to be out sick for an extended period, usually considered more than 3 days, their absence may be covered under the Family Medical Leave Act (FMLA). Documentation is typically required for a leave to be considered under the FMLA.

Let's talk on the phone

Here are three questions for you:

- Do you currently have an HR consultant?
- On a scale of 1 to 10, how happy are you with them?
- If the answer isn't "I'm so delighted I could print 1,000 flyers to spread the word about them," let's jump on a video call!

You know just how important it is to get proactive, responsive HR support. That's what we do. And we're taking on new clients.



Set up a 15-minute exploratory call at [this link](#).



KATHERINE DANIEL