

HR Essentials Every Leader Should Know

Sarah Oberthaler/Vice President – Human Resources
Citizens Bank/soberthaler@citizenbank.com

THE BASICS

What do all leaders need to know?

✓ **EEOC**

Defined: The Equal Employment Opportunity Commission enforces federal laws that make it illegal to discriminate against a job applicant or employee based on protected class. It is also illegal to retaliate against a person based on a complaint, filed charge or participation in an investigation or lawsuit related to discrimination.

IRL Best Practices:

✓ **FMLA**

Defined: The Family and Medical Leave Act entitles eligible employees of covered employers to take unpaid, job protected leave for specified family and medical reasons with continuation of group health insurance coverage.

IRL Best Practices:

✓ **ADAAA**

Defined: The Americans with Disabilities Act requires employers to provide reasonable modifications or adjustments to the job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or perform essential job functions.

IRL Best Practices:

✓ **FLSA**

Defined: The Fair Labor Standards Act establishes a minimum wage, overtime pay and related exemptions and defines what activities are paid versus unpaid.

IRL Best Practices:

✓ **NLRA**

Defined: The National Labor Relations Act guarantees basic rights of private sector employees to organize into trade unions, engage in collective bargaining for better terms and conditions at work, and take collective action including strike if necessary.

IRL Best Practices:

HOT TOPICS

What's on the horizon for workplace challenges?