

Building a **B**etter **W**orkplace:

“Effective Hiring and Compliant Employee Handbooks”

*Presented by:
Cristina Alvarez & Blanca Wright*



Objectives:

- Understand the importance of an effective hiring process.
- Learn practical tips for attracting and retaining top talent.
- Discover essential elements of a compliant employee handbook.
- Understand how to align hiring practices and policies with legal requirements.



Why an Effective Hiring Process Matters

- **First Impressions Count:** Sets the tone for employee engagement.
- **Attract Top Talent:** Streamlined processes enhance candidate experience.
- **Reduces Turnover:** Ensures the right fit for the role and company culture.
- **Mitigates Risk:** Avoids common pitfalls in recruitment and onboarding.



Fun fact:

“the cost of replacing an employee through turnover can range from **6 to 9 months of their salary**, which can sometimes even reach up to twice the employee's annual salary, including the cost to recruit, hire, train, and lost productivity during the transition period”





Key Steps for an Effective Hiring Process

1. Define the Role Clearly:

- Job descriptions with precise duties and expectations
- Use compliant hiring packet
- Conduct audits to ensure packets are completed correctly
- Use hiring checklist if necessary
- Depending on the job, create an on-boarding plan.
- Schedule periodic check-ins after the completion of 2 weeks.

New Hire Checklist:

Application Packet completed

Offer Letter Completed & Signed (If using a company vehicle run MVR prior to offering job in case they cannot drive for the company).

Job Description Completed & Signed

Benefits Offered & Selected (If coverage is declined make sure they sign a waiver)

Benefits application submitted to insurance company

Benefits deduction form completed and signed



New Hire Checklist:

- ☐ Deductions entered into payroll**
- ☐ Sign Vehicle Fleet Policy & Cell phone policy**
- ☐ Provide IIPP, HIPP, WVPP training**
- ☐ Provide vehicle insurance card and make sure registration is in the vehicle**
- ☐ Order cell phone or enter reimbursement**





Common Pitfalls in Hiring

- **Unclear job descriptions.**
- **Overly lengthy application processes.**
- **Lack of communication with candidates.**
- **Skipping reference checks.**
- **Skipping onboarding or new employee orientations.**

The Importance of a Compliant Employee Handbook

- Sets clear expectations for employees.
- Provides legal protection for the employer.
- Promotes consistency in policy enforcement.
- Reflects the organization's culture and values.
- Keeps up with evolving regulations and best practices.



Sample Table of Contents

I. Introduction:

- Welcome**
- At-will employment**
- Right to Revise**
- Equal Opportunity, Diversity and Inclusion**
- Reasonable & Protected Accommodations Policy**
- Lactation Policy**
- Harassment, Discrimination and Retaliation Policy**



Sample Table of Contents

II. Employment Policies & Practices

- Job Duties
- Employee Classifications
- Wages & Overtime
- Time recordkeeping
- Meal & Rest
- Open Door Policy



Sample Table of Contents

III. Conduct

- Drug & Alcohol Use
- Prohibited Conduct
- Attendance
- Dresscode
- Smoking



Sample Table of Contents

IV. Company Operations

- Security
- Violence in Workplace
- Propriety Information
- Use of Technology
- Social Media
- Cellphone use in the workplace
- Company Vehicles
- Safety



Sample Table of Contents

V. Company Benefits

- Vacation**
- Sick**
- Company Holidays**
- Disability Insurance**
- Unemployment Compensation**
- Workers Compensation**
- Medical/Dental/Vision**
- Life Insurance**
- EAP**
- Retirement Plan**





Sample Table of Contents

VI. Leaves of Absence

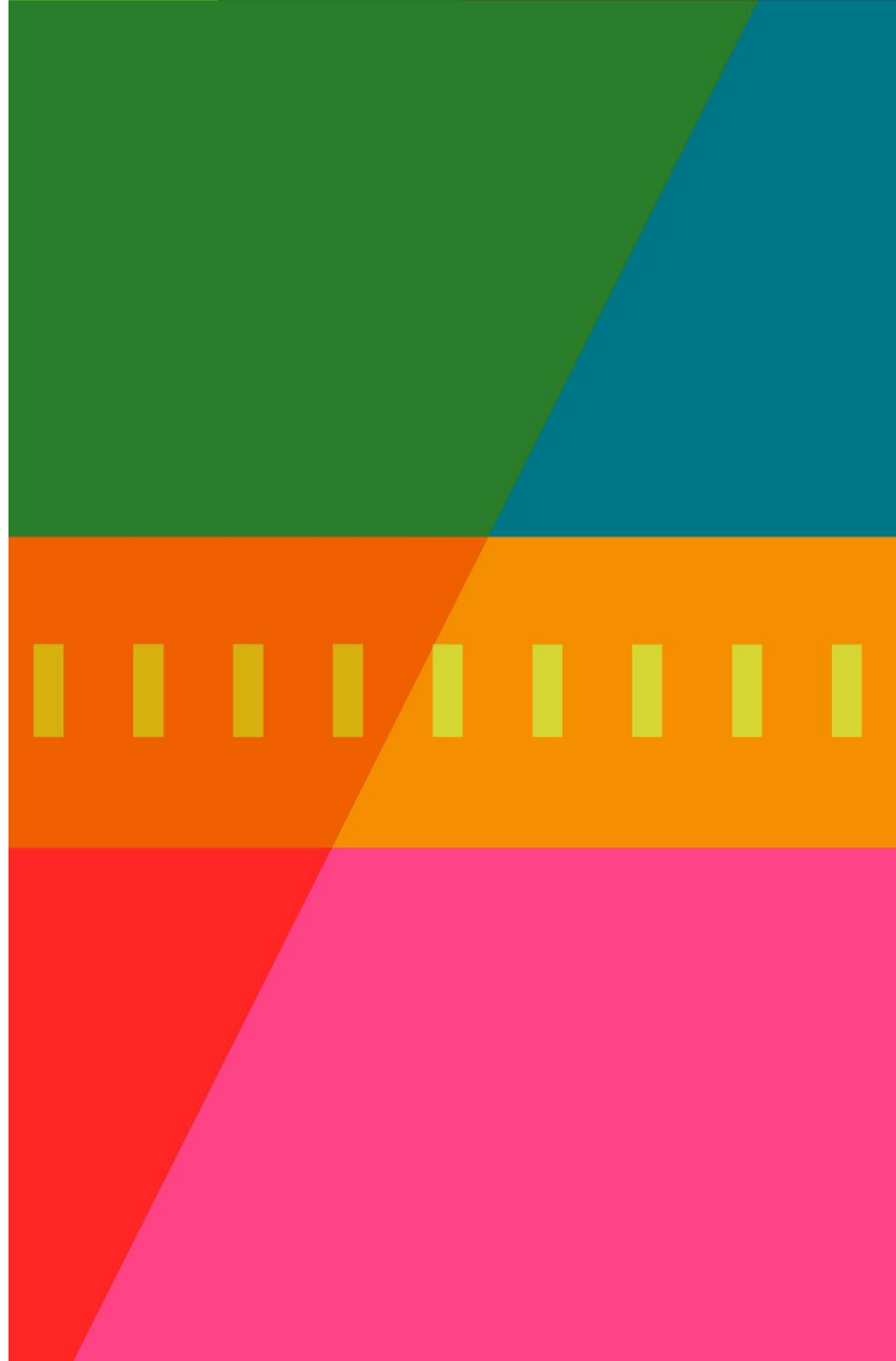
-Medical & Military Family Leave

**-California Family Rights Act(CFRA) Leave,
Pregnancy Disability**

-Other disability leaves or leaves of absence


Tips for Keeping Handbooks Up to Date

- Regularly review for changes in state and federal laws.
- Collaborate with legal counsel for compliance.
- Update policies to reflect workplace trends and practices.
- Communicate updates to all employees.
- Retain signed acknowledgment forms for records.






Aligning Hiring and Handbook Practices

- **Ensure Consistency:** Policies should align with recruitment and onboarding practices.
 - **Foster Inclusivity:** Reflect diversity and inclusion in both processes.
 - **Encourage Transparency:** Build trust through clear policies and communication.
- 

Benefits of a Strong Onboarding Process

- Increases employee engagement and retention.
 - Reduces time-to-productivity for new hires.
 - Strengthens company culture.
 - Ensures compliance with legal requirements.
- 



Takeaways

- Define roles and streamline hiring processes to attract top talent.
- Regularly review and update your employee handbook.
- Stay ahead of legal changes to avoid compliance issues.
- Foster a positive workplace culture through effective policies and practices.

Q&A:

**Thank you for supporting CFLCA and
for attending the 2025 Ag Labor Forum
-Cristina & Blanca**

blanca@agstaffllc.com

707.363.1631