

HR CORNER NEWSLETTER

OCTOBER 2023

Management resources for all things HR related. Stay up-to-date on company information, policies, benefits and much more! Stay informed on processes and requirements.



TRAINING DAY

We have scheduled a Meet & Greet for Bee Line Team Members to meet Bee Line's management and earn another training certification to be top of mind for future promotions.

There will be 4 training sessions in 10 minute intervals.

- Exam Room Training presented by Jesse Parra
- Operating Room presented by Tom Klimaszewski
- Restroom Cleaning presented by Eduardo Tellez
- Floor Care presented by Jovanni Lazaro

Employees will have an opportunity to meet and mingle with their managers as well as be entered in a raffle to won gift cards and Bee Line swag!

Training Day is November 11, 2023 11am-1pm

- 11:00am - Arrivals and Tour Bee Line HQ
- 11:30am - Training (OR, Exam Room, Restroom, Flooring)
- 12:30pm - Announce Raffle Winners
- 1:00pm - Event completed

Share QR Code for employees to RSVP

RSVP HERE



REMINDER
Reporting Absences to HR
Include:
Employee Name
Date of Absence
Reason for Absence
Number of Hrs to Cover
Any text screenshots or
paperwork sent by employee
related to absence.



Workplace Investigations

There may be times in which we are required to conduct a Workplace Investigation. Reasons for investigation can be client or employee concerns and/or safety related incidents.

Below is a guideline when conducting workplace investigations.

- Ensure confidentiality. As a responsible employer we must protect the confidentiality of employee claims to the best of our ability. We must conduct a prompt and an effective investigation. Therefore, it may not be possible to keep all information gathered in the initial complaint, such as interviews and records, completely confidential. Explain that all information will remain confidential to the extent possible.
- Create a plan for investigation. A complete plan should include an outline of the issue, the development of a witness list, sources for information and evidence, interview questions targeted to elicit crucial information and details.
- Conduct Interviews:
 - Thank the employee for their time & cooperation.
 - Address the nature of what is being investigated.
 - Explain that the matter under investigation is serious and the company has a commitment/obligation to investigate the claim.
 - Explain that no conclusion will be made until all of the facts have been gathered and analyzed.
 - State that any attempt to influence the outcome of the investigation by retaliating against anyone who participates, providing false information or failing to be forthcoming can be the basis for corrective action up to and including termination.
- Submit written investigation results. Once all interviews have been conducted, other necessary procedures, such as evidence collection, should be completed. Submit all details to HR Department to determine any employment actions that are warranted based on the investigative report.
 - Final report should summarize the following:
 - The incident or issues investigated, including dates.
 - Parties involved
 - Key factual and credible findings, including sources referenced.
 - Employer policies or guidelines and their applicability to the investigation.
 - Specific conclusions.
 - Issues that could not be resolved and reasons for lack of resolution.
 - Employer actions taken.
- Closure of Investigation. HR and Manager will determine next steps. When necessary, we must take corrective action that is appropriate to the situation, such as disciplinary action up to including termination.