

2014 HR Policy Practices Survey

Nearly 90% of the 2,662 HR professionals that answered questions about employee workplace policies in our survey said their organization had formalized policies in place. How are policies distributed to employees? Do they include 'at will' disclaimers? Are employees required to confirm receipt? How effectively are policies enforced? How often are they updated? How has recent legislation impacted background check policies? Read on for these answers and more.

How often are policies updated?

48.2% of survey respondents update policies as needed.
Only 23.9% update policies annually.

Avoiding implied employment contracts



Holly K. Jones, J.D., is BLR's Employee Handbook expert

"In order to avoid contractual commitments, all employee handbooks should include a disclaimer at the very beginning that states employment is at will and that nothing in the handbook is intended to or does create a contract with the employee. It is also a good idea to include a statement reserving the company's right to change, amend, or delete sections of the handbook at its discretion. These statements should also be included in an acknowledgment signed by the employee when he or she receives the handbook."

Policy distribution:

Handbooks, employee acknowledgements, at will employment



Distribute policies to employees using employee handbooks

50%

30%

Utilize an internal website (intranet) to deliver policies

85%

Require an employee's receipt of handbook acknowledgement



21% have employee acknowledge that they received the handbook

64% have employees acknowledge that they BOTH received AND read the handbook

At-will policies and contract disclaimers



78% of survey participants have at will employment policies

32% have a "no contract" disclaimer

Policy Enforcement

Are your policies enforced effectively?



Somewhat effectively (52%) Very effectively (43%) Not effectively (5%)

What's the biggest problem with effective enforcement of your policies?



Some management team members don't enforce any policies 52%



Management team members enforce only some policies 32%



Policies need to be updated 29%

Progressive discipline is utilized for



Policy Resources



Article based on a BLR webinar provides do's and don'ts for documenting employee discipline

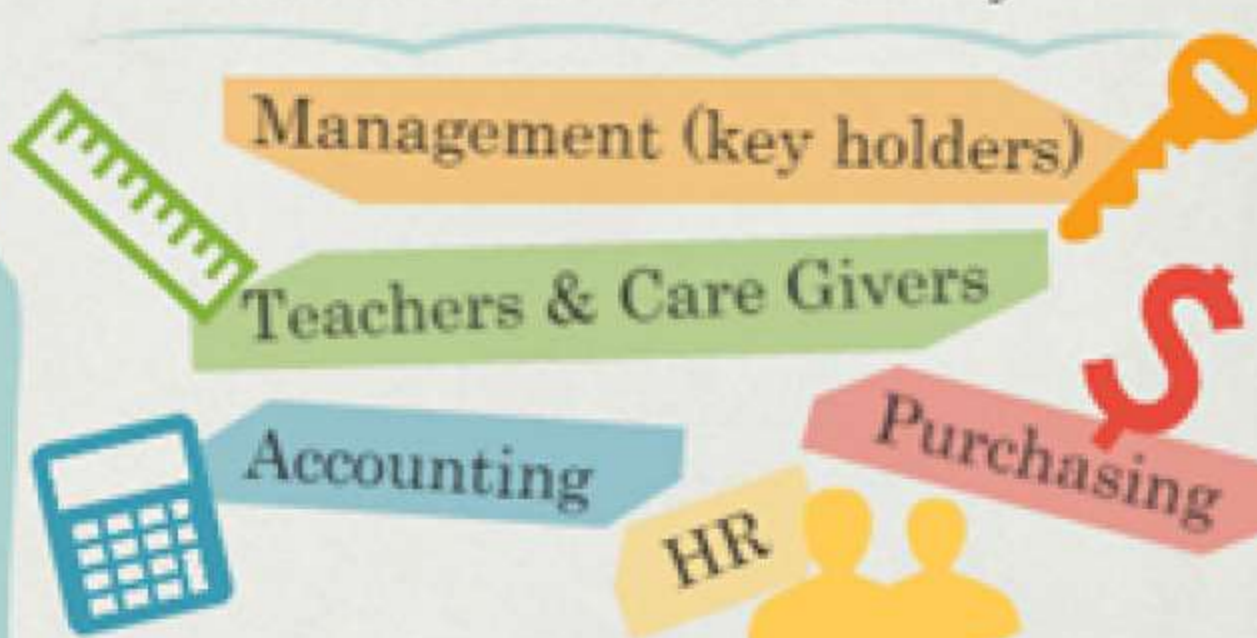
Over 480 Sample Policies available on HR.BLR.com!



A closer look at background check policies

- 74% of survey participants have background check policies
- 79% use them for all newly hired employees

Positions for which background checks are most likely:



Who is conducting your employee background checks?

66.5% of criminal and/or credit background checks are conducted by an outside vendor

vs.

23.9% of criminal and/or credit background checks are conducted by HR staff

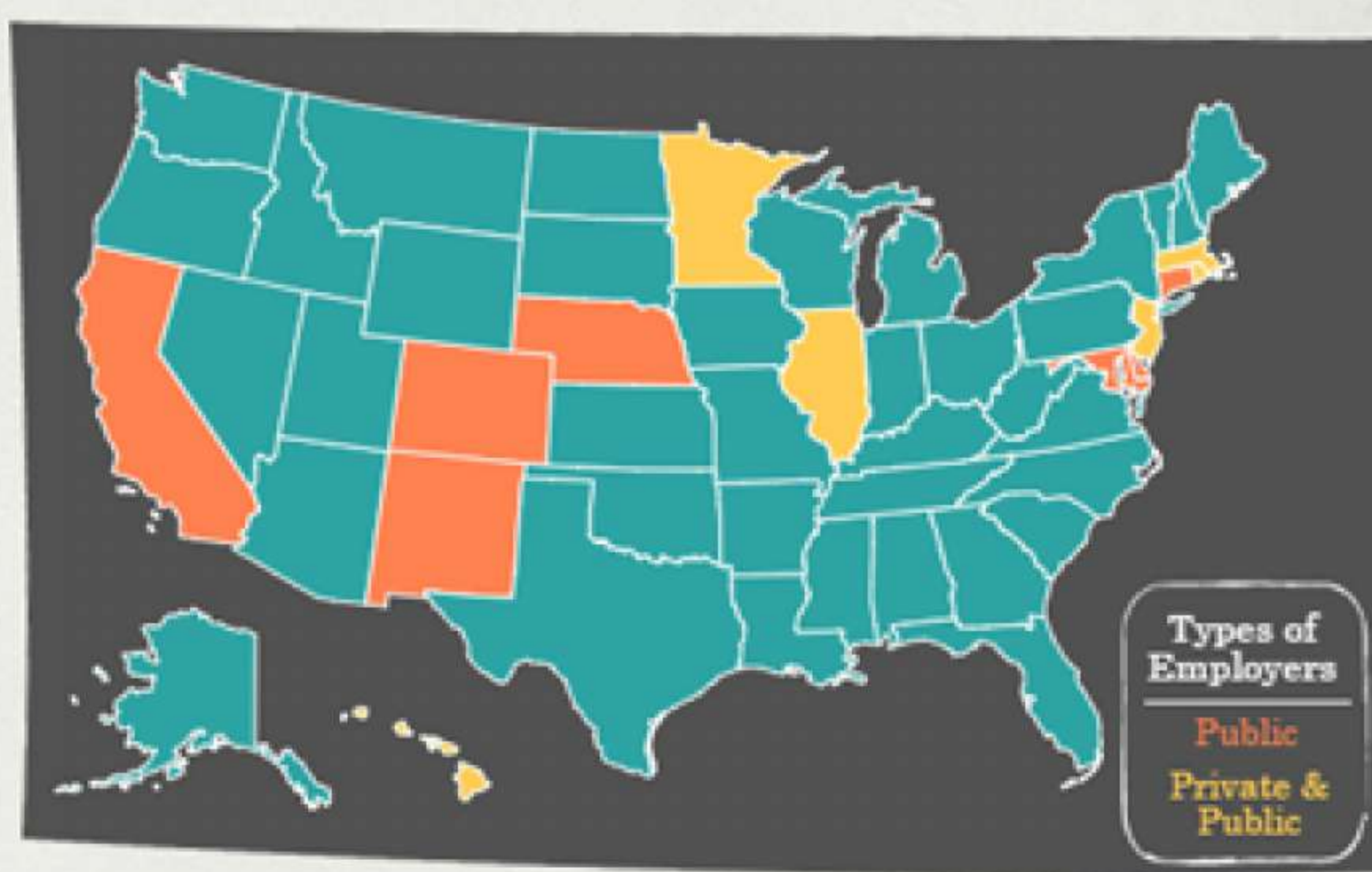


Ban the Box

Many states and cities have enacted laws in recent months that govern the use of background checks.

To learn which states have 'ban the box' laws on the books—i.e., those that prohibit private and/or public employers from inquiring about criminal history on employment applications—see our map.

For a list/map of counties and cities with 'ban the box' laws visit: <http://ow.ly/Bh30z>



Types of Employers
Public
Private & Public

Social Media for Hiring Purposes

Do you use social media to check out potential new hires?



Social media sites that are most utilized:



Source: BLR's HR Policies Survey
Get the full results here: <http://ow.ly/Bhi3H>