Process Automation
HR’s Saving Grace
Albert Novellino
Director of HR
Archive Systems
HR challenges
Information management
Paper is the enemy
Process automation
Personal experiences, lessons learned
Company Size Doesn’t Matter

Compliance and efficiency are always important!
Audits, Regulations, Fines
WHY EMPLOYEE ENGAGEMENT MATTERS

EMPLOYEE ENGAGEMENT – the emotional and functional commitment an employee has to his or her organization

$11 BILLION IS LOST ANNUALLY DUE TO EMPLOYEE TURNOVER**

***COMPANIES WITH ENGAGED EMPLOYEES OUTPERFORM THOSE WITHOUT BY UP TO 202%

71% OF ALL EMPLOYEES ARE NOT FULLY ENGAGED

Source; Dale Carnegie, **Bureau of National Affairs, ***Gallup
HQ

Mobile Workforce

Offices
Conscientious Employee Protection Act
“Whistleblower Act”

Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
   a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
   b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
   c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
   d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
   e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
      (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
      (2) is fraudulent or criminal; or
      (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.

2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.
Conscientious Employee Protection Act
“Whistleblower Act”

Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
   a. Discloses or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
   b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship; or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
   c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
   d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
   e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
      (1). Is in violation of a law or a rule or regulation issued under the law, or if the employee is a licensed
Know what you’re missing, and take action

Self-audit
EMPLOYEE POLICY HANDBOOK ACKNOWLEDGEMENT

I, [Your Name], agree that I have received and read the Employee Policy Handbook. I understand that detailed versions of policies potentially pertaining to my employment are available at https://www.website.com/EmployeePolicyHandbook.

Among the policies covered are such topics as Attendance and Time Off, Benefits, Compensation, Discipline, Equal Employment Opportunity (Including Sexual Harassment), General Work Rules, Hiring and Recruitment, Training and Termination, etc... (The Employee Policy Handbook is also available on the website in Spanish and Polish.)

Send Email - Google Chrome

https://filebridgedigitalarchivesystems.com/CFO/ Common/Metasytem/Meta4

Select Pages: [ ] All Pages [ ] Pages
Link Expiration Date: 7/11/2014
Show Annotations: [ ]
Send Email

Filefolder Indexing

Employee ID: 100108307
Last Name: Burns
First Name: Carol
Middle Name: 
Suffix: 
State: Florida
Division/District: Northern District
Department: Executives
Job Title: Employee
Team/Department: 
Hire Date: 7/1/2013
Latest Start Date: 
Termination Date: 
Termination Reason: 
Status: Active
Supervisor Name: 
Email Address: cburns@archivesystems.com

Modifying filefolder indexing values will affect all documents associated with this filefolder.

Document Indexing

Document Type: Handbook
Acknowledgements
HR Document Date: 6/5/2014

Secure Sharing
If your employee files are paper-based start a project to move to a electronic solution

Outsource the scanning, preferably to the same company providing your electronic employee file solution

Look at how you’re currently doing things and use technology to re-engineer processes
Thank you!