



AASB Executive Administrative Assistants Training

Recruitment and Selection

And

The Families First Coronavirus Response Act

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Today's Topics

- Employee Recruitment, Selection, and Rejection
 - Recruitment and Selection Policy
 - Prepare for Interviews
 - Making a Selection
 - Rejecting a Candidate
 - Recruitment Documentation
- Families First Coronavirus Response Act
 - Overview
 - Emergency Paid Sick Leave Act
 - Emergency Family and Medical Leave Expansion Act



Part 1

Recruitment, Selection, and Applicant Rejection

Start with a clear recruitment policy

A well written recruitment and selection policy will include:

- How the job opening will be announced, internally and externally
- How applications are reviewed
- Reference requirements
- How applicants will be notified they have been selected or rejected



Identify the position

Create a job description or revise the existing job description which includes:

- Knowledge, skills and abilities
- Duties
- Educational requirements
- Physical requirements
- Work environment
- ADA Accommodation and EEO statements



Advertise for the position

Go back to your recruitment and selection policy and review the requirements

- Will you advertise internally, externally or both?
- What needs to be included in your ad? Be cautious of unintentional bias!
- Does the ad accurately represent the position and your organization?
- Don't forget to keep track of where you advertised and copies of your ads.



Receive and review applications

- Identify applicants that don't meet the minimum qualifications and notify them that they will not be moving forward in the selection process.
- Identify those that will be considered and notify them of what they can expect next
 - When do you anticipate doing interviews and how will they be done?
 - Is any additional information needed from the applicant?





Prepare for Interviews

- Schedule interviews and notify the applicant in such a way that they understand who, when, where, and how.
- Develop interview questions
 - What is the appropriate number of questions
 - Ensure that questions are legal and do not give the appearance of discrimination based on age, sex, religion, national origin, race/color, marital status, disability, pregnancy, or genetic information.
 - Ensure that your interview team is trained in and aware of questions or comments that can appear discriminatory.



Making a Selection

Conduct reference checks

- Don't underestimate the importance of reference checks!!
- Refer back to your recruitment and selection policy
 - Always complete at least the minimum number of reference checks as required by the policy.
 - Document each reference check completed.
- If you cannot reach the references, go back to the candidate and explain your organization's policy and the need for them to provide additional references in order to be considered.

Making a Selection

Notify the selected candidate of the hire

- Provide the candidate with a conditional offer of hire
- The offer of hire should include information regarding necessary background checks or other steps necessary for hire.





Rejecting a Candidate

Notify the other candidates that they have not been selected

- For in-house candidates, an in-person or phone call notification is more appropriate.
- For candidates that were interviewed, phone call notification is preferred over written.
- If a candidate was not interviewed, written notification is adequate.
- Notify rejected candidates as soon as possible!!
- Be prepared for a candidate to ask why they were rejected.

Rejecting a Candidate

Sometimes candidates are rejected for challenging reasons or in difficult circumstances

- Unsatisfactory references
- Criminal history
- Affiliation with community members





Rejecting a Candidate

Unsatisfactory references

- When it is apparent that the candidate expected to get the position, and references are the only concern, be prepared to address this with the candidate.
 - Cite your policy; “We require three positive employment references.”
 - Is there some type of explanation for the poor reference?
 - One time incident
 - A long-ago incident
 - A workplace where the candidate was not a good fit for the position
 - Listen to your gut!



Rejecting a Candidate

Criminal History

- Your organizational policy should identify limitations to hiring when the applicant has a criminal conviction.
 - This is typically cited in the background check policy or may be part of a recruitment and selection policy.
 - It's possible there are crimes that, after an appropriate amount of time has passed, the candidate could be considered? Or certain positions where different standards apply?
 - Policy should identify if there is an appeal process.



Rejecting a Candidate

Affiliation with community members

- Sometimes rejecting a candidate comes with “political repercussions”
 - Internally, clearly identify the reason the candidate is being rejected so that when the candidate is rejected, you are prepared to respond if they ask why.
 - If you anticipate potential backlash from the rejection, consider who may need to be notified in order to have support for the decision.
 - Communicate the reason for the rejection only to the candidate.
 - If others approach you about the rejection, explain that the reasons can only be discussed with the candidate.



Rejecting a Candidate

Possible responses to the candidate

- Upon careful consideration, we have decided not to hire you and continue our search.
- Responses to our interview questions did not create confidence that you are the best choice for this position.
- We are no longer considering you for this position because one of your references gave negative feedback.
- A background check revealed a prior conviction (or pending charges) which, according to our policy, prohibits hire.



Recruitment Documentation

Be sure to retain all recruitment materials for the appropriate amount of time!

- All applications for a position
- Interview questions
- Copies of ads and other postings
- Reference and background checks

“The Model Records Retention Schedule for Alaska” requires this documentation be kept for 2 years after making a hire. (Section 6.19)



Part 2

Families First Coronavirus Response Act



Families First Coronavirus Response Act

Benefit Basics

- Act is currently set to expire 12/31/20, but it's possible it will be expanded.
- All public employers are covered employers.
- Posting Requirements: Post FFCRA Notice in a conspicuous place on its premises a notice of requirements.





Families First Coronavirus Response Act

Part 1: Emergency Paid Sick Leave Act

- Employers must provide leave to all employees under the Emergency Paid Sick Leave Act regardless of how long they have worked for the employer
- Entitlement to paid sick leave over a 2-week period
 - Full-time employees, based on their schedule, up to 80 hours
 - Part-time employees, hours based on their schedule
- Six qualifying COVID-19 related reasons for job-protected leave.



Families First Coronavirus Response Act

Part 1: Emergency Paid Sick Leave Act

An employee is due 100% of the required rate of pay for leave hours taken because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19; or
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.



Families First Coronavirus Response Act

Part 1: Emergency Paid Sick Leave Act

An employee is due 2/3 of the required rate of pay for leave hours taken because the employee:

4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. **is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19;** or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

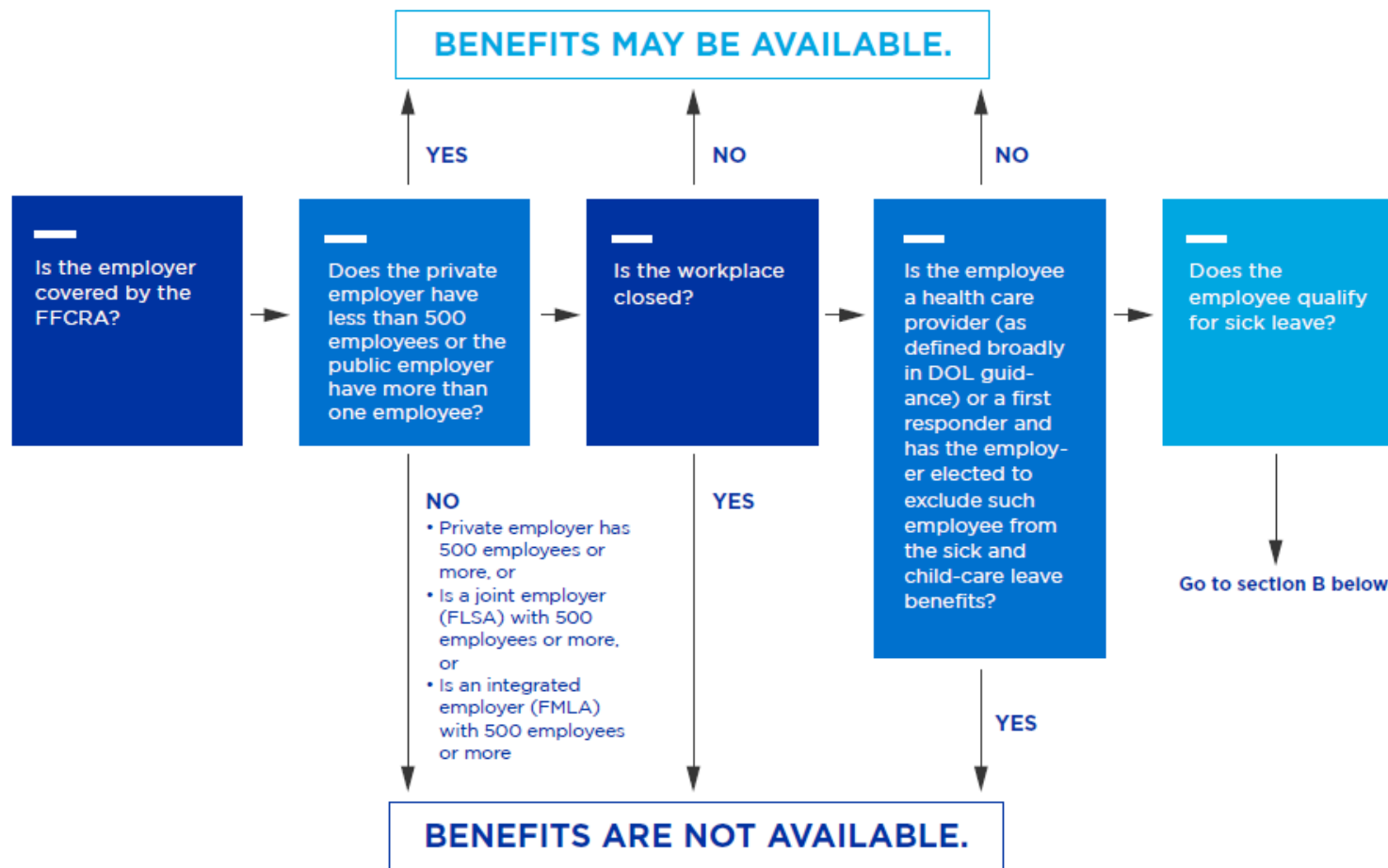


Families First Coronavirus Response Act

Emergency Family and Medical Leave Expansion Act

Benefit Basics:

- Employee can only use EFMLEA leave to care for their child whose school or place of care is closed due to COVID-19 related reasons
- Up to 12 workweeks of job-protected leave, with continued health insurance
 - Initial 2 weeks are unpaid; however the employee may choose to use sick leave under EPSLA or accrued paid time at the same time as unpaid EFMLEA
 - Remaining 10 weeks are paid at 2/3 the employee's regular rate of pay, capped at \$200 a day.
- Emergency Family and Medical Leave Expansion Act must be provided to employees it has employed at least 30 days
- An employee who has already used 12 weeks of leave under FMLA is not able to use EFMLEA leave





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Though the employer has available work, is the employee unable to work or to telework for one of the following reasons?

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child-care provider is unavailable) for reasons related to COVID-19 (*Exemption for small businesses with less than 50 employees may apply. See child-care leave benefits on page 3.*); or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

YES →

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FTE is eligible for up to 80 hours of sick leave. PTE is eligible for leave equal to the average number of work hours in a two-week period up to a maximum of 80 hours.



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How is sick leave pay calculated?

REASONS 1-3

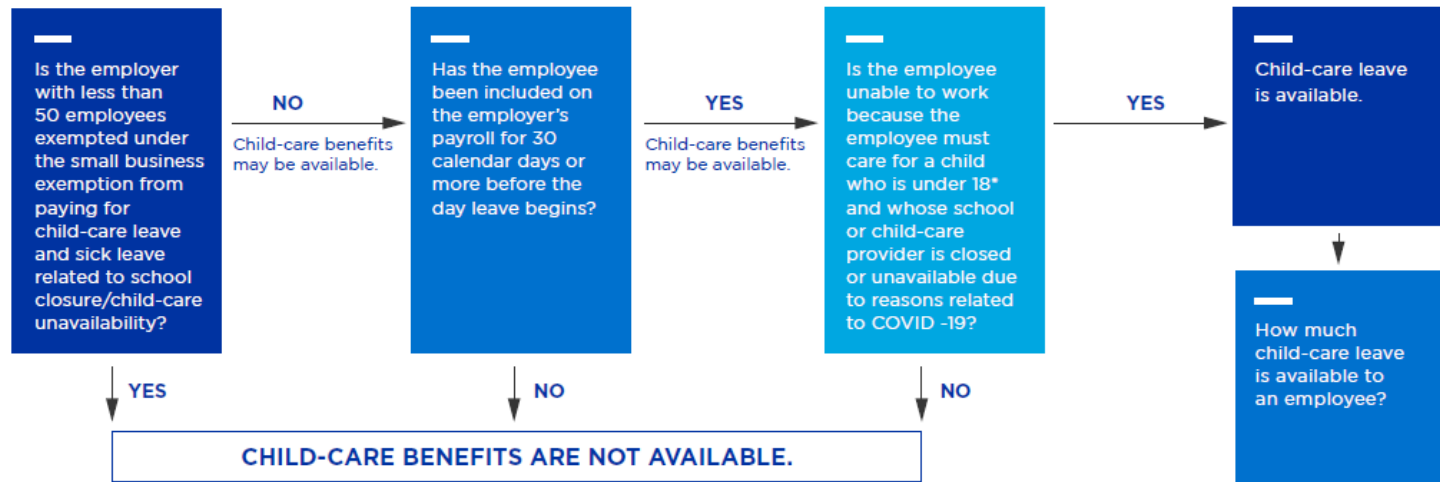
Sick pay is paid at the employee's regular rate or applicable minimum wage, whichever is higher, up to \$511/day or \$5110 for the two-week period.

REASONS 4-6

Sick pay is paid at 2/3 the employee's regular rate or applicable minimum wage, whichever is higher, up to \$200/day or \$2000 for the two-week period.

NO
↓

SICK LEAVE BENEFITS ARE NOT AVAILABLE.



Must an employee be re-instated to their same or equivalent pre-leave position at the end of the leave period?

- Generally, yes as to the same or an equivalent position.
- Exceptions exist for circumstances involving business closures, layoffs and key employees as provided under the FMLA, and under the Expanded FMLA, for employers with less than 25 employees that satisfy four conditions for a hardship exemption.

How is child-care leave calculated?

- Employees are eligible for a minimum of 2/3 of their regular rate of pay for the hours the employee is normally scheduled to work.

Employee may receive up to 12 weeks of protected leave: 2 weeks of unpaid child-care leave and 10 weeks of paid child-care leave.

- For the first 10 days of unpaid child-care leave, employee may opt to substitute up to 2 weeks of emergency paid sick leave under FFCRA or may apply existing paid leave under an employer's policy.
- Paid child-care leave is capped at \$200/day or \$12,000 for the ten-week period.



Thank you for attending!

- **When recruiting, start with a strong policy, job description, and job advertising.**
- **Make sure all steps in the policy are consistently followed before selecting a candidate.**
- **Be prepared to explain to a candidate why they were rejected if they ask.**
- **You can find the FFCRA flow chart at: [akpei.com](https://www.akpei.com) > Education > COVID-19 Education > FFCRA Flow Chart**