



Minimizing Pitfalls: Watch Out for These HR-Related Liabilities – Tips

KEY POINTS FROM THE TRAINING:

- 1. When you lead an organization and have responsibility for HR, inherent risk and liability are involved. Leaders must learn to assess and balance risk appropriately for their level of tolerance.**

There is no way to avoid risk or liability in your organization, but as leaders, you can anticipate and prepare for potential issues to minimize pitfalls and associated consequences. Nonprofit leaders need to (1) identify key HR-related risks within your organization, (2) assess the risks and prioritize your actions, (3) design and implement solutions, and (4) continuously monitor risks and liability.

- 2. Organizations should consider implementing short- and/or long-term disability insurance plans.**

Although illnesses and injuries can't be predicted, they're likely to affect your workplace at some point. These plans complement existing leave policies and group health insurance, helping minimize the impact of debilitating illnesses and injuries on both your staff and your organization.

These plans not only allow for income protection for your staff members in the unfortunate event that they are injured or experience health issues, but also help your organization manage their time away, minimizing your financial liability in the meantime.

- 3. It's critical that your organization knows and addresses workers' compensation issues as they arise.**

Workers' compensation insurance is required by the states your organization operates in, and you're already (or should be) paying for this benefit for your staff. It's important that leaders foster an environment where staff feel comfortable and understand the

importance of promptly reporting work-related injuries, and that your organization appropriately files claims for them when they happen.

4. Generally, it's recommended that references on behalf of an organization be limited to the title and dates of employment, and that other references be clearly identified as personal, based on their professional experience with someone else.

When providing a personal reference, it should NEVER be on organization letterhead; the reference giver should acknowledge that they are giving this reference in their personal capacity based on their professional experience with the person, and NOT on behalf of their organization; and reference givers should not discuss situations or issues that they don't have first-hand knowledge or experience of.