

In This Issue

[Featured Service](#)

[Personnel](#)

[HR Function](#)

[Firing an Employee](#)

[Featured Client](#)



Useless Information:

Refrigerating apples can help them last up to 10 times longer than those left at room temperature.

Place an apple in the bag with your potatoes to keep them from budding.

Quick Links

[Visit Our Website](#)

[Services](#)



Dear Reader,

As CPA's we are committed to providing a full range of high quality professional services including: accounting, bookkeeping, consulting, payroll, management advisory services, income tax preparation, auditing and other attestation services. Our goal is to meet our client's expectations as their most trusted advisor.

If you need help preparing your 2014 taxes, please call our office to schedule an appointment.

Leif Jensen
Elk Grove Village, Illinois
ljensen@leifjensenassoc.com
847-690-9454

Personnel

I had a client express concern to me about one of their employees that have been out for a week now. The client is concerned on a multitude of levels.

Unfortunately, this is a larger company working on a razor thin budget. One employee being out for an unplanned absence can cause an undue burden on the workflow; but this can be worked around, as it has been when an employee leaves.

The employee has been with the company for over eight years and has been an active part of the business. The suspicion is that this is very serious illness, which is where the concern comes in. Not only at the employee level, but the human empathy level as well. There are relatively small children in the equation.

To date no plans had been put in place for this type of contingency. There is always the threat of an employee moving on, within any business and every position.

The client treads softly, bringing the employee dinner that evening. Wondering how this is all going to play out for all involved.

This Month's Featured Service

Business Plans

We assist with the preparation and monitoring of your business plan at all levels. The preparation of the written plan is not the end of the planning process.

The implementation and monitoring is the ultimate goal.

Like our pictures?

Check out
www.stankotecki.com



Join Our Mailing List!

HR Function

Who handles the HR function in your business? If you are a small company it may be the Office Manager or the bookkeeper. Basically, it seems to fall to anyone who handles the bills.

I know that I was in charge of the HR function when I worked at a couple of companies. I was not the right person. I had no training and was not allowed to get any. Not that I would have known where to look for something competent.

Because of the past, I do what I can to stay on top of the ever changing HR laws. My attorney's office had a seminar on the changes to the Illinois laws. I signed up immediately. A client subscribes to a service and they let me read the updates. I do what I can to assist my clients.

One client had just prepared their HR manual and was presenting it in the meeting that we were all attending. I was given a copy at the beginning of the meeting and I asked the Office Manager why they left out a couple of sections?

The office manager was unaware of the need to cover certain sections, but we were told that this was now a first draft and the employees had a part in the evolution of the process. I thought that went over rather well all things considered.

I wrote, or rewrote, someone else's HR manual for my office. I sent it to my attorney who was surprised on the quality and in one section gave me some more verbiage for greater protection. He as an HR attorney had no other changes.

Figure out who should be the handler of the HR function. Make sure that they have a resource to ask questions of. Make sure that manuals, policies and procedures are reviewed on a regular basis. Audit employee files to make sure that everything is there according to the checklist.

If you have questions call and set up an appointment.

Firing an Employee

Illinois is an at will state. Which means you can fire someone just to fire someone. Not that will not stop them from suing you. Lord knows that there are attorneys who are just looking for a payday and will take just about any case.

What you should have in place in your HR manual is your policy for firing employees. We have been lucky and have had to only let two people go. They were good people, they just were not good fits for the structure of our office.

Unfortunately, some of my clients have not been so lucky. One client had to let an employee go because they stopped coming into the office timely. This is a problem when they are supposed to be the first to arrive and set things up for others. She had been warned verbally than received a written warning. Then she was let go.

The response from the employee was that she was being forced out because she was trying to live her life.

Employers have the right and need to expect that their employees will do what they are required to do when they are required to do it. If not, the employee will suffer the consequences.

I only caution that you treat all employees the same. All expectations are equal and they all consequence are equal and they match your policies and procedures manual and you should be in good shape.

-Leif Jensen

Featured Client



Mr. Tremblay is a partner in the Arnstein & Lehr Chicago office. He is the chair of the Labor & Employment Practice Group, as well as a member of the firm's Litigation Group. Mr. Tremblay focuses his practice in employment and commercial litigation. In the commercial area, he represents parties in a broad range of complex business and tort litigation matters, including matters involving breach of contract, breach of fiduciary duty, fraud, interference with contract, shareholder disputes and insurance coverage.

In the employment area, Mr. Tremblay has extensively addressed, through counseling, negotiation and litigation, a broad range of key issues critical to the evolving workplace. He has particular expertise representing employers in both federal and state court, as well as administrative tribunals, in a wide variety of lawsuits, including:

- Enforcement of restrictive covenants
- FLSA
- Title VII
- ADA and ADEA discrimination and retaliation claims
- Wage and hour claims
- FMLA interference claims
- Trade secrets
- Unfair competition matters

He frequently reviews and drafts employment and independent contractor agreements, severance agreements, employment policies and employee handbooks.

Mr. Tremblay represents a diverse client base, including: financial institutions, universities, municipalities and companies in the information technology, printing, manufacturing, distribution, food and beverage, consulting and retail industries.

120 South Riverside Plaza
Suite 1200
Chicago, IL 60606
P: 312.876.6676
F: 312.876.0288
<http://www.arnstein.com>