

Suggested Contingent HR Policies

What Now? Coping With Adverse Events

This is a list of contingent HR policies you should consider as part of your HR contingency planning. Although the policies can be tweaked, depending upon the specific circumstances, most of the large decisions will have been made, allowing you to focus on more important matters.

Paychecks: how will employees be paid?

Employee wages: how long will employees be paid? Will the company allow or require the use of vacation time? Sick time? Other absence policies?

Hazard pay: if employees will be entering unsafe conditions to conduct cleanup or other operations, will you pay a hazard premium?

Continuation of Benefits: how long and under what circumstances can employees continue their benefits (note, you will need to review government regulations and your benefits contracts when working on this information.)

Timekeeping: do you have a manual timekeeping system and how will it work?

Work reassignment: if you have to move to another location, change work hours or move employees to jobs they don't normally do, how will this work? What about telecommuting?

EAP: you may not have an EAP now, but you may want to consider making advance arrangements for EAP support in the event of an adverse event.

Return to work: how and when will employees return to work? (Who will decide? How will you get out the word?)

Transportation: if employees cannot travel to your workplace in their own vehicles for whatever reason, are there other options?

Expense reimbursement: how will employees be reimbursed for company purchases if the usual process is not workable?

Flexible hours: you may need to expand the availability of HR staff for employees or expand the operating hours of your business if you have to work in less space, on less equipment.

Dress code: although it may seem common sense that if people have lost their clothing in a crisis, that companies would relax the dress code for some, if not all positions. Have it spelled out ahead of time.