

PH: (602) 274-6464

Fax: (602) 277-6722

SPECIALIST IN:

- Mergers & Acquisitions
- Valuations
- Management
- Accounting
- Customer Surveys
- Financing
- Re-Engineering
- Employee Issues

Are you clairvoyant?



Do you know when you may be in a position to offer an accommodation to an existing or potential employee based upon The American's with Disabilities Act (ADA)? It is not as simple as you might think. Under ADA and similar state laws, employees (or even prospective employees) are not obligated to tell an employer that they need an "accommodation" or have a "disability". The question is

what you know or can reasonably be assumed to know. Management and HR staff need to develop skills that allow them to understand the subtle clues that could indicate an ADA compliance issue with an employee. For example, a casual statement by an employee such as, "My back hurts" may be a trigger based upon job requirements and when the comment was made. Here are some tips to help raise awareness of accommodation request:

- How did you learn of the potential issue?
- Can the employees performance be improved if the issue identified is resolved?
- Address the issue promptly
- Train management
- Always take the safest position for the company

Let us know if we can help you identify a need for making an accommodation.

Overwhelmed Employees?

Have you heard an employee say they are frustrated, overworked, unable to complete tasks because they have too much on their plate? Periodically reviewing the company's job descriptions and the task assigned to each role in the business can reveal an opportunity to redistribute the workload. As employee retention is one of the most challenging elements business



Frazzled ≠ Efficient!

owners face today, balancing workloads effectively among the staff can be an inexpensive way to keep valuable staff. Cross training staff to help out in other positions as the ebb and flow of the business

trends occur is also a savvy tactic to relieve overwhelmed employees. While these simple steps may not completely resolve the problems of some distressed employees, it certainly is a good start. We can help you design effective job descriptions and procedures that balance the workload appropriately. Give us a call to learn more.

The Foresight Companies, LLC.

Foresight has been and continues to be at the forefront of Human Resources consulting for funeral homes and cemeteries throughout the United States. We help our clients deal with the complete cycle of HR matters from hiring to firing, compensation, training, employee manuals and procedure manuals and giving reviews. Call us for a free assessment of what you are doing and how we can enhance your HR policies.

