



VETERINARY BUSINESS ADVISORS, INC.
Counsel for the Veterinary Profession

2011 Calendar for Human Resources Related Events[©]

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2011 is around the corner and in preparation for the upcoming year, we have put together a calendar of what Human Resources activities should be penciled in on your appointment book or marked on your outlook calendar, so that you are proactively prepared to administer or address each event timely. We have made the assumption that the calendar year and your Practice’s fiscal year run concurrently. But you can take any listed activity below, place it in the month that you need to begin the activity, so that you have enough planned lead time to get the event executed successfully according to your own schedule. Not all activities may pertain to your Practice (some depend on the number of employees working for you) and the list is comprehensive but not all inclusive – it is meant to get you thinking about Human Resources related activities and functions for the upcoming year.

MONTH	HUMAN RESOURCES ACTIVITIES
JANUARY	<ul style="list-style-type: none"> • Reset dates and accumulators associated with HRIS/Payroll systems for the new processing year • Request Vacation Schedules from the staff for the year – not set in stone but helps you plan, especially on the dates that everyone wants off. • Post a Holiday calendar of when the Practice will observe the holidays • Commence Performance Management – setting mutually agreed upon goals for the year/creating career development plans and distributing a Performance Management Review calendar for 2011with ‘Pay for Performance’ guidelines communicated • Review Federal & State Law posters – ensure compliance and updated postings • Issue W2’s and 1099’s
FEBRUARY	<ul style="list-style-type: none"> • Post complete OSHA form 300A for 3 months • Implement Employee Engagement Survey – get feedback on your organizational culture • Review current and create new job descriptions in anticipation of Talent Acquisition Process • Structure a Training Schedule – to determine which classes (technical/developmental

	<p>skills) should be conducted internally vs. externally</p> <ul style="list-style-type: none"> • Facilitate a quarterly HR meeting – review policies, procedures and ‘celebrate success’ • Conduct a market survey on Compensation pay ranges
MARCH	<ul style="list-style-type: none"> • Review and communicate feedback from Employee Engagement Survey – determine what ‘hot issues’ will be addressed and implemented • Recruit and Pipeline network of potential new hires aligned to Practice’s workforce planning model/budget • Review MSDS’s to determine if any hazardous chemical inventory needs attention or submission to appropriate agencies.
APRIL	<ul style="list-style-type: none"> • Conduct HR related seminars such as ‘How to Prevent Harassment and Discrimination in the Workplace’ • Investigate with your health insurance broker, carrier and attorney how the Health Care Reform Act affects the Practice for 2012 especially if the health care plan designs are changing • Review if any new federal/state labor laws that go into effect in the upcoming months and how the laws will affect the Practice • Review and update Employee Manual
MAY	<ul style="list-style-type: none"> • Commence Half Year Performance Management Reviews – according to calendar distributed in January • Facilitate a quarterly HR meeting – review policies, procedures, distribute updated Employee Manual and obtain annual acknowledgment receipt of Employee Manual including Confidentiality Agreement and ‘celebrate success’
JUNE	<ul style="list-style-type: none"> • Finalize all Half Year Performance Management Review discussions • Conduct a component of an HR audit (e.g. employee files or payroll or records retention, etc)
JULY	<ul style="list-style-type: none"> • Complete and submit 5500 forms for employee benefit plans • Complete an HR budget aligned to the Practice’s 2012 strategic/financial business objectives
AUGUST	<ul style="list-style-type: none"> • Receive carrier bids on 2012 plans from health insurance broker to determine plan designs and costs • Facilitate a quarterly HR meeting – review policies, procedures and ‘celebrate success’
SEPTEMBER	<ul style="list-style-type: none"> • File EEO-1 form • Communicate Open Enrollment Benefits calendar for October
OCTOBER	<ul style="list-style-type: none"> • Conduct Open Enrollment for Health Care and other insurance plans to include processing information to the respective carriers • Finalize HR budget with Practice owner • Discuss with Practice owner percentage of salary adjustments and bonus opportunities
NOVEMBER	<ul style="list-style-type: none"> • Commence Annual Performance Management Reviews – according to calendar

	<p>distributed in January</p> <ul style="list-style-type: none"> • Facilitate a quarterly HR meeting – review policies, procedures and ‘celebrate success’ • Discuss and agree upon HR goals for the Practice in 2012
DECEMBER	<ul style="list-style-type: none"> • Prepare OSHA form 300A from OSHA 300 log • Finalize Performance Management Review discussions and inform employees of annual increases/bonuses and effective dates • Remind employees - IRS changes for 2012 to pension plans or 401(k) plans • Remind employees to submit a new W-4 form if withholding changes are to be made for 2012