

Legislative Council Human Resources Duties

Damien Leonard (legal)	Mike Ferrant (transactional)
<u>HIRING PROCESS</u>	
Review job ads and/or provide advice regarding compliance with legal requirements (i.e. equal opportunity, ADA)	Post job ads to desired platforms (Craig's list, Seven Days, legal posting, etc.)
Provide guidance regarding compliance with legal requirements <ul style="list-style-type: none"> - providing accommodations to applicants with a disability - how to discuss accommodations that an applicant may require - whether certain questions or topics may be discussed in an interview - whether certain information may be considered in making a hiring decision 	Collect, print/distribute, and file application materials (resumes, cover letters, writing samples) to the hiring team
	Coordinate interview process <ul style="list-style-type: none"> - reserve the location room - email the applicant and hiring team with logistics - greet applicant and bring them when team is ready
	Communicate with unselected applicants
<u>NEW EMPLOYEE ORIENTATION (ON-BOARDING)</u>	
Provide advice related to the provision of reasonable accommodations to new employees	Mail welcome letter, hiring packet, reference materials to new hire
	Coordinate first day schedule with supervisor
	Enter employee information into the VTHR system portal (PAR, benefits, I-9, etc.)
	Review VTHR self-service portal, website with benefits information, resources, information
	Coordinate ID badge and parking permit with Capitol Police
	Answer any other Human Resources questions the new hire may have
	Issue LC employee manual, picture books, and other resources

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	Create and maintain Personnel Files for all employees and legislators
<u>LEAVE AND FMLA</u>	
Provide advice and guidance regarding compliance with PFLA and FMLA requirements for leave, documentation, benefits, and interaction with other employment laws	Receive communications from Luke or other supervisor about approved time-off requests to update the “button board” and out-of-office calendar
Provide guidance regarding compliance with earned sick time law	Processing paperwork and forms for FMLA entry in the VTTHR system
<u>PAYROLL, WAGES, AND TIMESHEET PROCESSING</u>	
Provide advice regarding compliance with State and federal wage and hour laws	Update VTTHR portal with pay changes for employees and members
Provide legal advice related to wage requirements for interns	Created (2017) a Pay Plan for all temporary/session-only LC Staff (handout)
	Research and coordinate market comparisons for staff salaries
	Process timesheets for accurate coding, VTTHR requirements, and other transactional details (NOT SCRUTIZING FOR ACCURACY OF TIME WORKED)
<u>DISCIPLINE AND TERMINATION OF EMPLOYMENT</u>	
Provide legal advice regarding disciplinary issues	Process status change in VTTHR portal
Provide legal advice related to terminations	Maintain confidentiality as required during the process
	Move Personnel file to appropriate location
	Coordinate badge/parking restrictions with Capitol Police
<u>DISCRIMINATION AND HARASSMENT</u>	
Answer staff and member questions and provide legal advice on policies and laws related to sexual harassment and discrimination	

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Provide legal advice and drafting assistance to the House and Senate Sexual Harassment Prevention Panels	
Provide legal advice and drafting assistance to the House Discrimination Prevention Panel	
Provide legal advice and representation to staff offices in relation to complaints of sexual harassment and discrimination	
Prepare and conduct trainings on sexual harassment and discrimination policies for members and staff	
<u>MISCELLANEOUS PERSONNEL AND EMPLOYMENT</u>	
Review employee manuals, including existing and new language, and assist in drafting updates to employee manuals	Maintain an up-to-date telephone directory for all Leg Staff
Provide advice related to miscellaneous personnel policies including scent protocols and dress codes	Maintain a photo directory of all LC Staff
Provide information related to legislative leave protections for members	Maintain and update the “Members Biography Book”
Answer questions related to the application of employment laws to campaign volunteers and staff	Issue annual memo of current pay and reimbursement rates for Members
Provide advice regarding general compliance with employment laws	Coordinate with VTHR at end-of-session pay withholding to account for taxable expenses, issue memo of such
Provide legal advice regarding responses to unemployment insurance claims	Serve as “HR point of contact” for payroll and other benefits issues that arise
	Attend NCSL conferences and serve as point of contact for NCSL for Vermont’s Legislative Human Resources
	Update employment law posters
	Respond to unemployment insurance information requests