

Tips to Staying Current with Human Resource Practices, Policies & Procedures

Introduction

All business owners have a responsibility to practice legal and ethical human resource (HR) business practices that are in alignment with industry standards. For example, it is considered best practice to update employee handbooks and to attend at least one HR related training each year. It can be difficult, however, to know where to start when it comes to learning about what is new and upcoming with HR practices, policies and procedures. Outlined within this resource are two options to get you started on your journey to staying current with HR:

- **Sign up for Human Resources newsletters and email alerts**
- **Participate in a Human Resources training or webinar**

There are endless opportunities beyond those listed here to develop your HR acumen but these two simple and easy options offer great places and spaces to start your journey into staying current with HR practices, policies & procedures.

Accreditation

Both [NAEYC](#) Early Learning Program Accreditation and the National Early Childhood Program Accreditation ([NECPA](#)) also recognize the value in this work. For example, NAEYC specifically references: policies around staff rights and responsibilities, expectations for professional behavior, control of environmental hazards, policies on employee leaves, the encouragement to join professional organizations (such as HR organizations), administrative staff acquiring and improving knowledge and competency in staff management and human relations, and more. All of these topics are fundamentals of human resources and the knowledge acquired through human resource trainings and newsletters would support the growth in competency in each of those topics.

Sign up for newsletters & email alerts

There are numerous organizations that focus on human resources and provide free downloadables, newsletters and resources that are all just a click away. A great way to tap into those resources is by signing up for their emails, newsletters and alerts. Listed here are just a few to consider.



Society for Human Resource Management (SHRM)

- SHRM (pronounced 'sherm') is a widely known professional HR membership association.
- They have both free and paid memberships with countless resources available on their official website (click [here](#)).
- They also have a number of free newsletters ranging from general HR news & trends to specific HR topics such as Total Rewards. To sign up for one of these free newsletters, visit click [here](#).

HR Magazine (Print and Digital)

- This magazine can be purchased in paper copy or can be accessed for free digitally [here](#).
- Published quarterly by SHRM, this magazine provides up-to-date news, trends and analysis on wide ranging HR topics such as talent acquisition and pay transparency.

US Department of Labor (DOL) & Montana Department of Labor

- The DOL (click [here](#)) is responsible for the administration of federal laws that govern safety and health in the workplace, wage and hour standards, unemployment benefits and more.
- The DOL shares resources on topics such as workplace technology and mental health and also has downloadables such as workplace posters and Spanish-Language resources.
- You can sign up for their newsletter to be emailed to you [here](#) or read it digitally [here](#)
- Each state also has their own specific DOL, including Montana (click [here](#)).
 - From the Montana Department of Labor and Industry website, you can find resources such as required employer posters specific to Montana, updates to hiring minors in Montana and much more.

Occupational Safety and Health Administration (OSHA)

- OSHA helps to ensure safe and healthy working conditions for employees.
- Has a bi-weekly newsletter (sign up [here](#)) that shares news about compliance, safety and training.
- Even if you do not sign up for the newsletter, the OSHA website would be a good site to review to ensure your knowledge is up to date with current laws around the overall safety of your staff.

Participate in a training or webinar

It is considered best practice for program directors to attend at least one HR related training per year. This can be done with one of the many trainings offered through SPARK, a training from one of the organizations listed here or any other organization that provides training, webinars or webcasts that are focused on HR related topics.



Society for Human Resource Management (SHRM)

- SHRM has a number of free and paid for webinars and webcast on a wide range of HR topics.
- SHRM also partners with large organizations such as Calm (from the Calm App) and with individual celebrities such as Robin Roberts from Good Morning America.
 - These partnerships help to bring range and diversity to the the offered events found [here](#).

The Opportunities Exchange (OppEx)

- OppEx (found [here](#)) is a nonprofit consulting group that focuses on early childcare and education business practices.
- While OppEx is not solely focused on HR topics, they have a number of HR related resources embedded into their website and a number of free webinars that can be found on their YouTube channel [here](#).
- HR topics supported by OppEx include benefits, wages and retirement in the ECE arena.

National Law Firms

- There are many national large scale law firms throughout the country that provide both free and paid webinars and resources on HR related topics.
- Fisher Phillips, for example, is one of the largest law firms in the country who specifically focus on HR related topics such as employee benefits, employment law and labor relations.
 - Anyone can sign up to receive emails from Fisher Phillips (click [here](#)) that are customized specifically to you, your state and your HR interests.
 - These email alerts include both articles and information on how to sign up for webinars.

Local Law Firms

- Many local law firms offer both free and paid seminars on HR related topics throughout the year.
- Local law firms will present low-cost, full and half day seminars where they teach you about HR related laws and often bring in real-life cases they have worked on as examples.
- The best way to find these in your area is to search online for employment lawyers or labor relations lawyers. Then, search their websites for information, reach out by email or give them a call. Some law firms even specialize in schools, children and childcare workers.

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Tips Snapshot



Stay in the loop with updates to laws, policies and trends so you can effectively update your HR policies and procedures annually.



Participate in at least one HR training per year to ensure you are staying up-to-date and in compliance at your program.



Sign up for newsletters, magazines and email alerts from reputable HR experts like SHRM, HR Magazine, Dept. of Labor and OSHA.



Utilize HR experts like SHRM, OppEx, and HR law firms to participate in trainings, webinars and webcasts to learn new HR related skills.

Conclusion

Human Resources practices are an essential part of every business. It is up to program directors to stay on top of changing laws and trends by taking part in at least one HR related training per year. This will ensure meaningful and legal updates to a program's practices, policies and procedures are occurring on a regular and consistent basis. Newsletters, magazines and email alerts are a great way to stay connected with HR organizations and experts to stay in the loop while also learning about opportunities to take part in trainings and webinars to maintain a strong business edge.



References

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