

**Just Another Day At The Office**  
or  
**It would be easier without employees**

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# Background Checks For Hiring

How Much Information Do You Really Want To Have?

How Do You Ensure Consistent Treatment

Look For Patterns of Irresponsibility

Avoid Inflexible Standards

Establish A Review Team

Look Closely at Whole Person, Not Just Conduct



# Social Media Concerns

Address Questions of Privacy and Ownership in Policy

Who owns a LinkedIn account?

Who owns Twitter account?

Can you monitor electronic communications?

# Social Media Blogging Policy

Blogging policy: *Basic Prohibitions:*

*DO NOT do personal blogging on work time*

*DO NOT use confidential, security, personnel info in blog*

*DO NOT harm the company's reputation*

*DO NOT purport to speak on behalf of the company*

*DO NOT discriminate, offend, harass, or threaten*

*DO NOT slander competitors*

# English As A Second Language

Policies and training must be understandable

Provide avenues for all to file complaints

A company had not taken reasonable care to prevent sexual harassment if non-English speakers had difficulty understanding training and policy



English Only Rules are very risky and require compelling justification

# Legalization of Marijuana



Mr. Spicoli tests positive for marijuana use but has approval card?

# Legalization of Marijuana



What if Mr. Spicoli needs to use marijuana to address a debilitating anxiety disorder or to address side effects from cancer treatments?

# Legalization of Marijuana

Can you test to see if they are impaired while at work?

Is this a CDL Vehicle?

Does it matter?





# Preventing Workplace Violence

“Violence” means the attempted, threatened, or actual conduct that causes and/or is likely to cause injury, including any threatening statement or behavior which gives an employee reasonable cause to believe that he/she or other worker is at risk of injury.

# Signs For Concern

1. Overstated moral righteousness.
2. Being a loner and/or having an obsessive involvement with the job to the exclusion of other interests.
3. Increased argumentativeness with co-workers or superiors.
4. Inability to take constructive criticism on job performance.
5. Feeling of victimization or of feeling depressed.
6. Blaming the employer or a supervisor for all the employee's problems.

# Warning Signs

1. Expression of extreme depression and/or suicidal tendencies over recent family, financial, or personal problems.
2. Paranoid behavior, such as perceiving that numerous co-workers and/or supervisors are conspiring against the employee.
3. Actual or threat of humiliation or loss at work or personally (poor job review, demotion, dismissal, marital stress or separation, family problems).
4. Reports that employee is intimidating co-workers.
5. Statements that life is meaningless or there is nothing to live for.
6. Reference to and/or access to weapons.
7. Deterioration in appearance or performance.

# Time To Act

1. Direct or indirect threats: "Bad things are going to happen to my boss."
2. Threatening actions, like a disturbing, menacing gesture or flashing weapons.
3. Fascination with and approval of workplace violence incidents.
4. Disregard for the safety of co-workers.
5. Any destructive behavior, even if minor (knocking over a desk, "trashing" an office, smashing the time clock).
6. History of violent or self destructive behavior.

# What To Do

Need people to report behavior.

Work with unions to establish protocols.

Utilize Fitness for Duty exams with paid time off.

Create a Violence Response Team.

# Investigations

Consider your policies and practices around confidentiality.

It may be illegal to order employees to keep investigation confidential.



# Termination



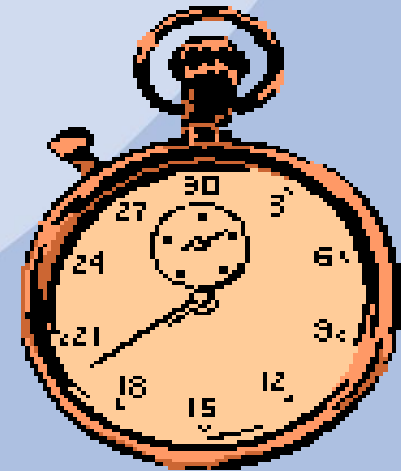
# Always Go The Extra Mile

PIP It Like You Mean It

Warning/Probation

I Really Mean It This Time!

Your job is to ensure fair and thoughtful actions are taken without rushing this process.





# It's Time To Go

Termination Should Be A Structured Event

Be Prepared To Cut Off All Electronic Access

Notify Security To Ensure Terminated Employees Do Not Return

If Schedule a Termination Meeting or Hearing – Search Bags and Coats

# THANK YOU!

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