

## Drug Testing Tips

From a safety standpoint, drug testing is crucial to ensure safe practices and accident prevention. From a human resources perspective, though, the ins and outs of drug testing can sometimes get confusing. These tips can help you maintain compliance with the law.

- **Do** make sure you have a written drug policy for your company. If you don't, contact Nextep's risk department for help in setting one up.
- **Do** keep it confidential.
- **Do** pay an employee for time away from work if s/he was subjected to a drug test or suspension for reasonable suspicion and the test is negative.
- **Do** train supervisors to recognize signs of reasonable suspicion for drug or alcohol use.
- **Do** pay for the cab if one is needed.
- **Don't** use drug screening to discriminate against a certain class of employees. Use random tests for all employees, even senior management.
- **Don't** let employees suspected of being under the influence drive themselves to a drug test. Have a supervisor or HR rep drive and accompany them there.
- **Don't** forget that legitimate medical issues, such as a diabetic with low blood sugar, can explain some suspicious behavior.

Most importantly, **DO** call Nextep immediately at 888-811-5150 if an employee's drug test comes back positive. We want to help you make the right decisions in staying compliant with the law while maintaining your drug-free workplace.

## Employee Retention

It is becoming more important for companies to retain their good employees. As baby boomers begin to retire, the workforce employers have to choose from will grow smaller and smaller. Companies are also hit hard by costs of replacing lost employees, between job searches, lost knowledge, and retraining costs. These tips can help you keep your star performers from becoming another company's star performer.

- **Be clear.** A big source of dissatisfaction is an employee who does not clearly know what is expected of him or her from day to day. Employees should have understandable job descriptions and duties.
- **Supervise Wisely.** Employees often leave supervisors; not jobs. It is crucial to use an effective manager or supervisor who regularly gives feedback to employees on their performance, earning potential, expectations, and success.
- **Open the door.** An open door policy is key in finding solutions to problems. Create an environment in which employees can feel free to critique current methods or problems and collaborate with supervisors for solutions.
- **Develop skills.** Effective companies will find their employees' best assets, talents, and skills and encourage them to develop them. Know your employees' knowledge, interest, and talents and use them to help the company.
- **Be fair.** In pay raises, treatment, and opportunities, it is very important to be fair to all employees. Avoid favoritism and make sure employees are all given similar opportunities for training, success, and earning potential.
- **Provide training.** It is essential to give employees the tools, training, and time necessary to do their jobs well. Do not over or underwork employees, and make sure that they are well trained before throwing them into the job.
- **Pay attention.** Many employees feel that senior management never notices them. Employees should communicate with their immediate supervisors, but also with senior supervisors over their skills, knowledge, and talents.
- **Don't be cruel.** Never threaten an employee's pay, position, or job security. Again, make sure to employee effective managers and supervisors who can deal with issues and confrontation without making threats.
- **Appreciate and reward.** This is critical to success for employees and for your organization. Make sure employees feel appreciated for their work. This can be done through pay raises, bonuses, gifts, and celebrations for meeting a goal. But also important is the everyday recognition that comes through simply saying "thank you" or sending an email to senior management detailing an employee's great work.

Source: <http://humanresources.about.com>

## Time Clocks

If your company needs help in recording employees' hours, consider using time clocks. Nextep can provide tracking systems as simple as clocking in at a computer, or more complex options such as hand-scanners. Please call 888-811-5150 for more information on this easy and affordable option.

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