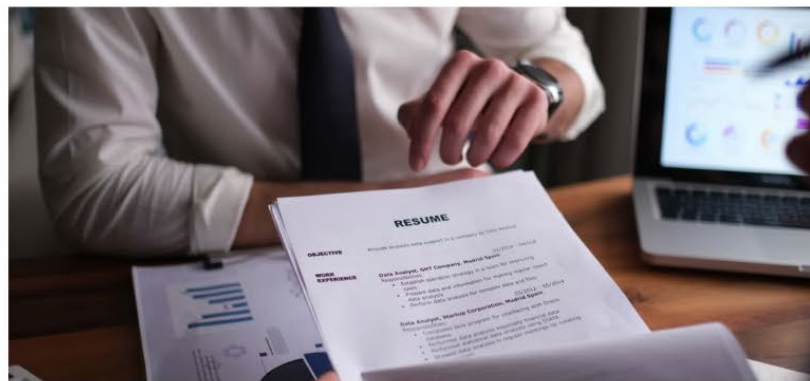

Human Resource Management Plan



434-845-5966
300 Lucado Pl
Lynchburg, VA 24504

sbdclynchburgregion.org

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Leader Background

Stephanie Keener has worked with the SBDC since 2014 and has been Executive Director since 2018 (America's SBDC Virginia Lynchburg Region, n.d.). She develops training programs and conferences for small businesses in our region (America's SBDC Virginia Lynchburg Region, n.d.). As an advisor, she often works with clients to expand their markets, get started in government contracting or exporting, and understand customers. She also coaches business plan development and digital marketing (America's SBDC Virginia Lynchburg Region, n.d.).

Business Description

SBDC - Lynchburg Region serves the Lynchburg Region (Amherst, Appomattox, Bedford & Campbell Counties, and the City of Lynchburg) to help grow and develop small businesses. The organization is government funded and a non-profit that provides free services to entrepreneurs and individuals looking to learn more about small business development.

Company History, Purpose, Mission, and Vision

The Small Business Development Center – Lynchburg Region's mission is to promote small business growth, entrepreneurship, and the strengthening economy by advising and training our region's small businesses (America's SBDC Virginia Lynchburg Region, n.d.).

The SBDC - Lynchburg Region is a free, confidential advising and training service. It is open to any small business in the region – no membership is required. All programs of the Virginia SBDC are open to the public on a non-discriminatory basis (America's SBDC Virginia Lynchburg Region, n.d.).

Business Location

SBDC – Lynchburg Region
300 Lucado Pl
Lynchburg, VA 24504

Brief Description of Company's Products/Services

The SBDC - Lynchburg Region Program is designed to deliver up-to-date advising, training, and technical assistance in all aspects of small business management (America's SBDC Virginia Lynchburg Region, n.d.). Topics or Products/Services include:

- Financial Review
- Marketing

- Organizational Management
- Startup Assistance
- Customer Development
- Government Contracting
- Access to Capital and Investment

Training ranges from Start Smart programs which answer the most basic questions for those new to the business to specialized training in industries like healthcare and early childhood education.

Position & Skill Set Summary Table

This section will provide information on the functions, knowledge, skills, and abilities of four different positions at SBDC – Lynchburg Region.

Executive Director

Functions	<ul style="list-style-type: none"> • Develop and direct organizational strategy • Draft organization policies and philosophies • Oversee day-to-day business activities • Conduct performance reviews • Prepare budgets • Report expenditure and oversee financial accounts • Engage with community groups • Create business plans • Coach department heads
Knowledge	<ul style="list-style-type: none"> • Master's in business administration or equivalent • Financial and project management experience
Skills	<ul style="list-style-type: none"> • Organization skills • Motivational skills • Interpersonal skills • Effective communicator
Abilities	<ul style="list-style-type: none"> • Public relations and marketing knowledge • Highly ethical behavior • Lead

(Betterteam, n.d.)

Finance & Planning Advisor

Functions	<ul style="list-style-type: none"> • Develop financial plans for clients based on current goals and financial stability • Talk to clients to determine income, expenses, insurance coverage, tax status, financial objectives, risk tolerance and additional needs to develop a financial plan
------------------	--

	<ul style="list-style-type: none"> • Advise clients on insurance coverage, cash management, investment planning, and other areas to help reach financial goals • Analyze financial data from clients to develop strategies • Teach clients how to implement financial plans, manage and update portfolios
Knowledge	<ul style="list-style-type: none"> • Bachelor's degree in finance, accounting, economics, or business • Master's degree in finance or business administration highly beneficial • Certified Financial Planner (CFP) certification from the CFP Board of Standards highly beneficial
Skills	<ul style="list-style-type: none"> • Proficiency in word processing, database, spreadsheet, and financial planning software • Analytical thinking skills • Effective presentation, sales, and customer service skills • Organization and time management skills
Abilities	<ul style="list-style-type: none"> • Analyze and explain market data • Writing, speaking and active listening • Familiarity with securities, mutual fund, and insurance industries • Financial planning and investment strategies

(Betterteam, n.d.; Indeed, 2021).

Branding & Marketing Advisor

Functions	<ul style="list-style-type: none"> • Meet with clients to determine and identify needs and to grow brand • Consult clients on marketing strategies to improve sales and increase brand awareness • Conduct market research to identify growth opportunities in specific industries • Analyze market, identify audiences, and form long-term vision for the brand to create a strategic plan for clients • Identify new business opportunities through competitor research • Develop business plans for clients
Knowledge	<ul style="list-style-type: none"> • Bachelor's Degree in marketing, advertising, communications, or another related field • Master's degree in marketing or business administration highly beneficial • Receive on-the-job training from employer • Certifications & Licenses highly beneficial

Skills	<ul style="list-style-type: none"> • Brand marketing skills • Brand strategy skills • Lead generation skills • Communication skills • Marketing skills • Research skills • Strategic thinking skills • Sales strategies skills • Promotional skills • Relationship building skills
Abilities	<ul style="list-style-type: none"> • Ability to organize information in a calendar • Present and educate clients

(ClimbtheLadder, 2022; ZipRecruiter Marketplace Research Team, n.d.).

Media & Marketing Consultant

Functions	<ul style="list-style-type: none"> • Identifying and crafting main media messages and graphics • Developing strategies and goals • Executing strategic tasks and monitoring outcomes • Preparing reports and marketing presentations • Producing the necessary marketing materials • Assisting in ongoing marketing campaigns • Developing and implementing internal brand management strategies
Knowledge	<ul style="list-style-type: none"> • 5+ years' experience in a marketing or media position • Bachelor's degree in graphic design, marketing, or business • Master's degree in business administration highly beneficial • Industry-specific certification is beneficial
Skills	<ul style="list-style-type: none"> • Strong communication and copywriting skills • Marketing skills in social media, content, SEO, lead generation, PPC, etc. • Graphic design and creativity skills
Abilities	<ul style="list-style-type: none"> • Ability to be organized and plan ahead

(Betterteam, n.d.; Digital Marketing Institute, 2022).

Position Descriptions

Executive Director

The Executive Director oversees all activities involving the employees. She is in charge of the organization's financial and budget activities and is responsible for

increasing efficiency (O*NET OnLine. n.d.). She assigns and delegates team responsibilities and directs, plans, and implements organization policies (O*NET OnLine. n.d.). She also serves as an advisor to clients. Lastly, she analyzes operations to evaluate the company's and staff's performance to determine areas of growth (O*NET OnLine. n.d.).

Finance & Planning Advisor

The Finance & Planning Advisor connects with individual clients and provides targeted guidance. He interviews clients to determine current income, insurance coverage, tax status, expenses, financial objectives, risk tolerance, and additional information needed to help develop a financial plan (O*NET OnLine. n.d.). He will recommend client strategies to help them achieve their financial goals and provide resources to help with funding. He conducts online and in-person training opportunities to teach clients how to finance and plan their business goals adequately.

Branding & Marketing Advisor

The Branding & Marketing Advisor advises clients on how to properly brand and market their business. He collects and analyzes data on the client's demographics, preferences, branding, and competition to identify potential markets and factors affecting product/service demand (O*NET OnLine. n.d.). He also prepares reports and findings to evaluate methods and procedures for the client to incorporate into his/her marketing plan. Lastly, he holds online and in-person classes to teach businesses owners and individuals about proper branding and marketing strategies.

Media & Marketing Consultant

The Media & Marketing Consultant will work with the Branding & Marketing Advisor to create marketing campaigns to promote SBDC – Lynchburg Region. She will create graphics, schedule media posts, and write blogs. She uses design programs such as the Adobe Suite and Canva to create designs. Lastly, she organizes the social media calendar and maintains the Facebook, Instagram, and LinkedIn accounts.

Compensation Principles

SBDC – Lynchburg Region employees will be paid for time worked in the form of wages or salaries. Wage pay is calculated hourly and is unexempt from the Fair Labor Standards Act (Ivancevich & Konopaske, 2013). Salary pay is calculated at a monthly rate and is exempt from the Fair Labor Standards Act (Ivancevich & Konopaske, 2013).

Pay rate will be determined by

- Individual differences in skill, experience, and performance
- Expectations that higher performance, seniority, or both deserve higher pay (Ivancevich & Konopaske, 2013).

Benefits and Indirect Compensation

SBDC – Lynchburg Region does **not** offer any benefits and indirect compensations such as insurance, 401K, and paid vacation and sick time. There is only a direct compensation in which the amount is agreed upon during the employment process.

Hiring and Retaining

Finding & Selecting Employees

Finding applicants begins with defining the role that needs to be filled, the job requirements, and how it will fit into the business's future plans (Business Wales, 2015). A job description will be written to clarify the job's purpose, tasks, expectations, and responsibilities.

A profile will be created for the ideal candidate for the role. This profile will have specifications that will be used for the selection and interview process. (Business Wales, 2015). The ideal applicant is in the Lynchburg Region.

The job will be advertised through social media platforms (Facebook, Instagram, and LinkedIn) and networking events.

A checklist will be created to select the right candidate based on the required essential and desirable skills and experiences (Business Wales, 2015). This will be used to help make sure there is no bias in the interview processes. Interviewees will be given the same opportunities to provide the best presentation of themselves and their suitability for the position (Business Wales, 2015). At the end of the interview, the candidate will be notified of what to expect in the following steps. Once all candidates have been interviewed, the individual who best fits the position will be notified. The other candidates will receive an update on not being accepted (Business Wales, 2015).

Orientation & Training

SBDC – Lynchburg Region will conduct an orientation on the first day of employment. This will include an introduction of the supervisor and coworkers (Roots, 2016). The new hire will receive a copy of the company handbook and review the company's policies and procedures with their supervisor (Roots, 2016). At this time, the new hire will be able to ask questions. He/she will also be given a tour of

the facility if the individual works in the office. Remote workers will participate in a virtual orientation.

The orientation process will also include training for the position. Training will be designed to familiarize the new hire with his/her job duties so that he/she may be able to perform and execute tasks (Roots, 2016). The training will also include any programs used, presentation styles, teaching styles, and customer service styles.

Retaining Qualified Employees

Employee retention policies are created to promote employee satisfaction and loyalty to avoid employee turnover (Alex, 2021). Employees can work comfortably and efficiently by maintaining a professional work environment (Alex, 2021). While SBDC – Lynchburg Region currently does not offer benefits and indirect compensation. To help with employee satisfaction, the company offers competitive wages and a flexible work schedule. The organization's transparency, engaging work environment, and overall mission will help to retain qualified employees.

Privacy Rules

SBDC – Lynchburg Region operates the SBDC - Lynchburg Region website, which provides the service. This section is used to inform clients and website visitors of the policies regarding the collection, use, and disclosure of personal information of the service users (Privacy Policy Template, n.d.).

Individuals choosing to use our services agree to the collection and use of information in relation to this policy (Privacy Policy Template, n.d.). Personal information collected is used to improve the service and will not be shared with anyone outside of those described in this privacy policy (Privacy Policy Template, n.d.).

Information Collection & Use

To improve user experience, SBDC – Lynchburg Region may require the user to provide certain personal identification information to contact or identify clients (Privacy Policy Template, n.d.). Personal information includes, but is not limited to, name, phone number, email, and address.

Log Data

Information from the browser, called Log Data, is collected (Privacy Policy Template, n.d.). The Log Data may include information such as the computer's Internet Protocol (IP) address, browser version, pages of the website visited, time and date of visit, amount of time spent on pages, and additional statistics (Privacy Policy Template, n.d.).

Cookies

Cookies are files that contain small amounts of data commonly used as a unique anonymous identifier (Privacy Policy Template, n.d.). These come from the website visited and sent to the browser to be stored on the computer's hard drive (Privacy Policy Template, n.d.).

SBDC – Lynchburg Region uses Cookies to collect information to improve client services. However, there are options to accept or refuse these Cookies and to be notified when one is being sent to the computer (Privacy Policy Template, n.d.). Opting out of Cookies usage can restrict access to some portions of the service/website.

Service Providers

Third-party companies and individuals may be employed due to the following reasons:

- To facilitate the services
- To provide the service on behalf of SBDC – Lynchburg Region
- To perform service-related products or services
- Or to assist in analyzing how services are used (Privacy Policy Template, n.d.).

These third-party companies have access to personal information to perform tasks assigned to them on behalf of SBDC – Lynchburg Region (Privacy Policy Template, n.d.). They are obligated **not** to disclose or use the information for any purposes.

Security

An acceptable use policy (AUP) is used to specify restrictions and practices that an employee using organizational IT assets must agree to in order to access corporate networks or systems (SecurityScorecard, 2021). A data breach response is a process to handle an incident and remediation that impacts the business operation and customers (SecurityScorecard, 2021). The process for data breach includes defining staff roles and responsibilities to handle an incident, incident reporting, notification procedure, remediation efforts, and feedback mechanisms (SecurityScorecard, 2021).

"[SBDC – Lynchburg Region] cooperates with government and law enforcement officials to enforce and comply with the law. We may therefore disclose personal information, usage data, message data, and any other information about you, if we deem that it is reasonably necessary to: (a) satisfy any applicable law, regulation, legal process (such as a subpoena or court order), or enforceable governmental request; (b) enforce the Terms of Use, including investigation of potential violations thereof; (c) detect, prevent, or otherwise address

fraud, security or technical issues; or (d) protect against harm to the rights, property or safety of the Company, its users or the public, as required or permitted by law."

(Legagneur, 2017).

The privacy policy shares necessary measures to protect the security of the data collected by the company. While a security measure is in place to protect users and the company, there is **no** 100% guarantee that user data is immune from malicious attacks or compromise (Legagneur, 2017). All transmission of personal information and data is at the user's risk.

Changes to This Privacy Policy

The privacy policy may be updated periodically to remain compliant with the Virginia Consumer Data Protection Act (VCDPA) and the Privacy Act of 1974 and to serve better and protect user data. Users will be notified of changes, and all changes will take effect immediately after the privacy policy is updated.

Contact Us

For more information, questions, concerns or suggest about the Privacy Rules please contact the supervisor (for employees) or SBDC – Lynchburg Region Directly.

Safety Rules

The safety and health of SBDC – Lynchburg Region employees is the most critical business consideration. Employees will not be required to do a job they consider unsafe. The organization will comply with all Virginia OSHA workplace safety and health requirements. SBDC – Lynchburg Region's management will be responsible for identifying the hazard and unsafe work practices. Management will remove obstacles to prevent accidents and help evaluate the company's effort to achieve an accident and injury-free workplace.

Supervisors and employees share responsibility for maintaining a safe and healthful workplace.

- Management is accountable for preventing workplace illnesses and injuries. All employee suggestions will be considered to provide a healthier and safer workplace. The supervisor will inform employees about workplace safety and health hazards
- Employees will be trained on safe workplace practices
- Supervisors will enforce company rules and remain in compliance with CDC and OSHA to ensure employee safety

Due to the COVID19 Pandemic, employees can work remotely. Please reference the Telecommuting Policy for more information..

EEO, Sexual Harassment, and Bullying

Equal Employment Opportunity Policy

SBDC – Lynchburg Region provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any kind without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws (SHRM, 2018).

This policy applies to all terms and conditions of employment, including hiring, recruiting, placement, promotion, termination, recall, layoff, transfers, compensation, leaves of absence, and training (SHRM, 2018).

Sexual Harassment Policy

Under Title VII of the Civil Rights Act of 1964, sexual harassment is an unlawful form of employment discrimination and is prohibited under SBDC – Lynchburg Region’s anti-harassment policy (SHRM, n.d.). According to EEOC, sexual harassment is “unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment” (SHRM, n.d.).

Below are examples of sexual harassment and are not exclusive to determining a violation of policy, but intended as guidelines:

- **Verbal Sexual Harassment –**
 - Innuendoes, jokes of sexual nature, suggestive comments, sexual propositions, requests for any type of sexual favor (included unwelcome and repeated date requests), lewd remarks and threats, verbal abuse or “kidding: that orientated toward a prohibited form of harassment.
- **Nonverbal Sexual Harassment –**
 - Display, distribution, or discussion of any written or graphic material such as calendars, posters, cartoons that are sexually suggestive or hostile toward an individual or group.
 - Suggestive or insulting sounds, leering, staring, obscene gestures, photos, text messages, memes, notes, e-mails, or other forms of communication with sexual nature and offense.

- **Physical Sexual Harassment –**

- Unwanted, unwelcomed physical contact such as touching, kissing, tickling, pinching, brushing up against, patting, hugging, fondling, cornering, and forced sexual intercourse or assault (SHRM, n.d.).

Bullying Policy

SBDC – Lynchburg Region defines bullying as repeated, health-harming mistreatment of the individual(s) by one or more perpetrators including:

- Intimidating, humiliating, or threatening behaviors
- Work sabotage/interference
- Verbal Abuse

These behaviors violate SBDC – Lynchburg Region’s Code of Ethics which states all employees will be treated with respect and dignity (SHRM, n.d.).

Verbal, physical, gesture and exclusion bullying should be reported to the supervisor before the conduct becomes pervasive or severe (SHRM, n.d.). All employees are encouraged to report bullying they experience or witness to all SBDC – Lynchburg Region to take appropriate action (SHRM, n.d.).

Reporting

No loss, hardship, benefit, or penalty may be imposed on an employee in his/her response to:

- Responding to or filing a bona fide complaint of discrimination or harassment
- Appearing as a witness to a complaint investigation
- Serving as a complaint investigator (SHRM, n.d.).

Filing a bona fide complaint will not be used against the employee or adversely impact his/her employment status (SHRM, n.d.) However, filing malicious or groundless complaints is an abuse of the policy and will be treated as a violation (SHRM, n.d.).

Violation of this aspect will be subject to discipline up to and including termination of employment (SHRM, n.d.).

The following procedure is for filing a complaint of harassment, bullying, or discrimination, and all aspects of the procedure are confidential to the extent reasonably possible (SHRM, n.d.).

1. Complaint submitted to the supervisor as soon as possible after the incident has occurred, preferably in writing.

2. Upon receiving a complaint, the supervisor will review the complaint and initiate an investigation to determine if the alleged violation of the policy has occurred.
3. If necessary, the complaint and respondent will be separated for the duration of the investigation.

Interviews will be conducted, and the conclusion of the complaint will be submitted with a written report, and appropriate disciplinary actions will be taken (SHRM, n.d.).

Performance Reviews

SBDC – Lynchburg Region’s performance review policy describes how the company coaches, evaluates, and rewards employees based on a performance management system (Bika, 2021). This policy applies to all employees of the company. The following sections will be a breakdown of the policy elements.

What is a Good Performance?

A general definition of what a good performance looks like, and how to achieve a good performance evaluation includes:

- Consistently meet targets/goals
- Complete job duties
- Show initiative in growth and development
- Follow code of conduct and company policies
- Collaborate well with coworkers and have a good attitude (Bika, 2021).

A minimum standard of all these aspects should be met, along with willingness to improve where appropriate (Bika, 2021).

Periodical Reviews

SBDC – Lynchburg Region will conduct annual performance reviews. The supervisor will fill out a performance evaluation report and arrange a meeting to discuss the review (Bika, 2021). The discussion aims to:

- Recognize employees that are good at their jobs
- Talk about career moves and motivation
- Identify areas of improvement (Bika, 2021).

Training and development opportunities are available to help improve performance. Frequent communication between management and team members will provide feedback and motivation to maintain performance between reviews (Bika, 2021).

Discipline

The disciplinary action policy helps prevent issues affecting the company and employees and protects the company from legal ramifications (Kuligowski, 2022). Disciplinary action is a response to misbehavior and rule-breaking in the workplace (Kuligowski, 2022). The policy will include:

1. **Policy overview** that explains steps that will be taken to address employee misconduct or failure to perform.
2. **Statement of at-will employment** states employees work at SBDC – Lynchburg Region at will and can be terminated at any time, for any reason.
3. **The forms of discipline and steps taken** to address an issue.
4. **Explanation of infractions and steps in the disciplinary process**
5. **Employee's right to appeal a decision statement** to the appropriate party such as HR.
6. **Company legal protections statement** (Kuligowski, 2022).

Behavior that Constitutes Disciplinary Actions

Below is a list of behavior that may warrant disciplinary actions.

- Misconduct
- Failure to perform his/her job function
- Harassment or violence towards co-workers
- Dress code violations
- Illegal behavior
- Inappropriate behavior with co-workers or clients
- Dishonesty
- Attendance Issues
- Discrimination (Kuligowski, 2022).

Types of Disciplinary Actions

If one or more of the listed behaviors occurs there are three types of disciplinary actions that can take place. The three discipline actions are progressive discipline, retraining and performance improvement plans (PIP), and reassignment or suspension (Kuligowski, 2022).

Progressive Discipline

The most traditional workplace discipline, progressive discipline, occurs when an employee fails to correct an issue (Kuligowski, 2022). This approach shields the company from legal action from the employee with progressive steps to improve the situation and correct employee behavior.

1. **Verbal Warning** – a firm and clear verbal warning is first given to the employee that breaks a rule. There is an explanation of why the behavior was wrong and express expectations for correcting the actions.

2. **Written Warning** – a written reprimand is a detailed warning that describes the issue and expectations for the employee to fix the problem. The appropriate parties will sign off and store this in the employee's files.
3. **Final Warning** – a warning that reviews all previous warning given and clearly states that termination follows if there is no improvement (Kuligowski, 2022).

Training and PIP

To correct issues, the training and PIP is a rehabilitative approach that issues check-ins, measurable goals, and a course of action if the employee does not meet the outlined goals (Kuligowski, 2022). Termination of employment can also be a result of this disciplinary action.

Suspension/Probation

Reassigning is a rehabilitative approach. And the suspension is a punitive approach where certain conditions must be met before an employee can be reinstated (Kuligowski, 2022). For serious behavioral issues or in severe conflict cases an employee may be immediately terminated.

Telecommuting Policy

The remote work policy outlines SBDC – Lynchburg Region's expectations for employees that work hybrid or remotely. This policy aims to ensure both the employees and supervisors understand the guidelines and conditions of remote work (DiPietro, 2022). Individuals who are employed with SBDC – Lynchburg Region are expected to abide by these guidelines when engaged in work activities at any non-office locations (DiPietro, 2022).

Standard Telecommuting Practices

Remote employees must comply with all rules and protocols in the employee handbook, in addition to the remote work terms and conditions (DiPietro, 2022).

Employees must be available and engage in work activities during the agreed schedule in their contract (DiPietro, 2022). A written approval must be provided to adopt different working hours. The remote work environment should be distraction free, have reliable internet connections, and support the employee's ability to dedicate their attention to their job duties during working hours (DiPietro, 2022).

Equipment & Security

SBDC – Lynchburg Region will **not** be providing remote employees with equipment and technology. Desktop computers, laptops, cellphones, tablets, and additional resources will be the employee's responsibility to purchase and maintain to complete job duties. Employees should take appropriate measures to minimize

exposure to cybersecurity risks and protect proprietary and confidential data (DiPietro, 2022).

Americans with Disability Act (ADA) & Family Medical Leave Act (FMLA)

ADA

The ADA is a federal civil rights law created to prevent discrimination and enable people with disabilities to fully participate in all aspects of society (U.S. Equal Employment Opportunity Commission, 2002).

To comply with ADA, SBDC – Lynchburg Region will make the following reasonable accommodations:

- Equal opportunity to apply for jobs and work in positions in which the individual is qualified
- Provide equal opportunity for promotion once employed
- Equal access to benefits and privileges of employment, such as training

Will not be harassed because of their disability (U.S. Equal Employment Opportunity Commission, 2002).

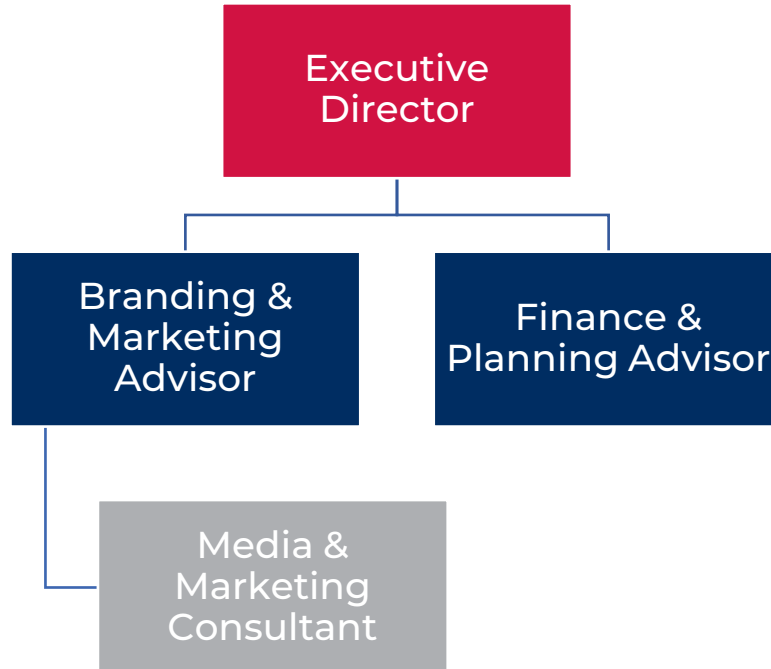
FMLA

FMLA is a federal law designed to help workers balance work and family responsibilities by providing up to 12 weeks of unpaid leave per year for specific reasons (United States Department of Labor, n.d.). These reasons include serious health conditions or care for an immediate family member with a serious health condition (United States Department of Labor, n.d.).

Eligible employees can take up to 12 weeks of unpaid leave for treatment of/or recovery from a serious health condition. Employees may elect to use accrued vacation or sick leave, and the employer may require employees to take paid leave concurrently..

Organization Chart

The organization chart shows the number of employees that exists and the reporting relationships



Annual Payroll Budget

The annual payroll budget covers the wages of the SBDC – Lynchburg Region employees.

Virginia Employer Taxes

	Annual Wages	Social Security	Medicare	FUTA	SUI
		6.20%	1.45%	0.60%	2.58%
Executive Director	\$80,000.00	\$4,960.00	\$71.92	\$42.00	\$ 206.00
Finance & Planning Advisor	\$30,000.00	\$1,860.00	\$26.97	\$42.00	\$ 206.00
Branding & Marketing Advisor	\$30,000.00	\$1,860.00	\$26.97	\$42.00	\$ 206.00
Media & Marketing Consultant	\$6,000.00	\$372.00	\$5.39	\$36.00	\$154.80
	\$146,000.00	\$9,052.00	\$131.25	\$162.00	\$772.80

Hiring Gantt Chart

The hiring Gantt Chart is used to identify the intended hire of each person during the first year of operation of the company.

YEAR 2022	JAN – FEB	MAR – APR	MAY – JUN	JUL – AUG	SEP – OCT	NOV – DEC
Executive Director						
Branding & Marketing Advisor						
Finance & Planning Advisor						
Media Marketing Consultant						

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