

The MiXx Monthly – August 2025

Your Trusted HR Insight – August 2025
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HR HEADLINES

Back-to-Business Month: Resetting Expectations

August is a great time to reset after summer. As employees return from vacations, take this opportunity to:

- Reinforce performance goals for Q3 and Q4
- Launch a midyear review process
- Offer refresher training or coaching to managers

👉 Action Item: Send a "Back-to-Business" kickoff email to staff and schedule 1:1s with direct reports.

COMPLIANCE CORNER

Form I-9 Verification Flexibility Ends

As of August 1, 2025, DHS is discontinuing remote verification flexibility.

All employers must now complete in-person physical examination of I-9 documents for remote hires made during the flexibility period.

- Update your onboarding checklist
- Plan ahead to collect and reverify eligible employees
- Retain copies per federal guidelines

🚨 Failure to comply may result in penalties during audits.

ASK THE EXPERT

Q: "Should we revisit our attendance policy now that summer's over?"

A: Yes. Seasonal shifts are a good time to audit attendance policies. Make sure it:

- Is clearly communicated and consistently applied
- Allows flexibility without sacrificing accountability
- Includes process guidance for call-outs and tardiness

We offer an Attendance Policy Template tailored for Colorado employers.

HR TIP OF THE MONTH

Avoid Quiet Firing — Create Clarity Instead

“Quiet firing” happens when managers fail to communicate expectations, give feedback, or provide support — hoping employees will leave on their own.

Prevent it by:

- Documenting performance expectations
- Giving feedback regularly
- Coaching before disciplining

Don't let silence create legal risk or morale issues.

HR TOOLBOX

Featured Download: Progressive Discipline Policy (Word/PDF)

Protect your organization with a clear, step-based approach to discipline. This editable template includes:

- Coaching language
- Verbal and written warning templates
- Termination protocol