

HR Headlines

September is National Workforce Development Month

Use this national spotlight to elevate internal growth strategies:

- Host a professional development lunch-and-learn.
- Offer cross-training or role-shadowing.
- Promote from within where possible.



Action Item: Survey your staff about training interests. Development drives retention.



HR Tip of the Month

Normalize Feedback Before Reviews

Performance reviews shouldn't be the first time employees hear feedback. Build a culture of feedback by:

- Holding monthly check-ins.
- Sharing small wins and suggestions in real time.
- Making feedback two-way.

Trust grows when feedback is normalized — not reserved for formal reviews.



Compliance Corner

Reminder: Harassment Prevention Training Deadlines

In many states, annual harassment training deadlines hit Q4. Don't wait until the last minute. Ensure:

- Training is interactive and documented.
- Supervisors receive additional instruction.
- Remote employees are not overlooked.

Need a custom training solution? We deliver virtual or onsite sessions!

Ask the Expert

Question: ***“Do I have to keep all employee records for 7 years?”***

Answer: **Not always.**

Retention rules vary. Some examples:

- I-9s: Retain for 3 years from hire or 1 year after termination, whichever is later.
- Payroll records: Retain for 3 years per the Fair Labor Standards Act (FLSA).
- Personnel files: Retain for 4–7 years is recommended after separation.



We can help! We offer a Record Retention Policy template and a purge checklist so you can stay compliant.

HR Toolbox

Featured Download: **Employee File Checklist**

Ensure every file is audit-ready. Our checklist includes:

- Legal requirements (I-9, tax forms, certifications)
- Recommended documents (evaluations, write-ups, acknowledgments)
- Storage and access tips

Schedule a consultation for access to this free tool!

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