



Monthly Update for our Members

This update includes:

- October Luncheon Recap
- Boston members, RSVP for our upcoming luncheon in Boston!
- Upcoming educational webinars – Discounted price available
- Be sure to check out the Fall 2009 newsletter: Investor and fund manager interviews on due diligence trends

October Luncheon Recap:

Our October luncheon featured a presentation by Brian Bichler (Managing Director) and Elizabeth Perlak (Counsel) of Ambrose Employer Group, LLC (www.ambrosegroupp.com). The presentation outlined HR best practices for hiring and terminating employees.

Employee turnover is increasing and Ambrose's presentation highlighted the importance of executing on these strategic HR decisions.

Hiring

- Costs of a bad hire: training costs, recruiting costs, severance costs, lower employee morale, customer dissatisfaction
- Importance of job descriptions: recruitment tool, establishes responsibility and performance guidelines, limits legal exposure
- Items to include in a job description: title, location, employment status, FLSA classification, specific job duties, qualifications, special considerations (*e.g.*, travel)
- Interview types: telephone (initial screening), structured, unstructured, and stress
- Background checks: 34% of all applications contain outright lies
- Offer letters: position title, to whom they will report, start date, salary, working hours, "at-will employment" statement, contingent requirements (*e.g.*, background check)

Terminations

- Cost of a bad hire: \$279,235 (average benefit paid to resolve EEOC enforcement suite in 2008)
- EEOC charges: 15% increase in 2008 over 2007 (categories: race, sex, religion, age, national origin, retaliation, disability)
- Frequently implicated anti-discrimination laws: Title VII, Pregnancy Discrimination Act, Americans with Disabilities Act, Age Discrimination in Employment Act, Family and Medical Leave Act
- Types of Employment: At-will (employment can be terminated at any time, for any non-discriminatory reason or for no reason at all); Contracted (employment bound by a written contract)

- Setting Expectations: job descriptions, company codes of conduct, training and company policies and procedures
- Documenting performance issues (a termination should never be a surprise): performance management, coaching and counseling, verbal and written warnings, performance improvement plans
- Termination meeting: clearly and honestly state the reason for termination, avoid personal references and accusations, collect all company property, discuss outstanding issues (*e.g.*, benefits and final paycheck)
- Severance: obtain a valid release
- Exit interviews: conducted by neutral party, helpful to recruitment process, helpful to improve performance of managers and employees

A copy of the complete presentation from the Ambrose Employer Group, LLC is also available for free download on our site.

Our November luncheon is in Boston on the 19th!

Join hedge fund and fund of funds executives at our first luncheon in Boston.

Hosted by Eze Castle Integration, the group will discuss:

Data Protection Practices: Establishing a business continuity plan and disaster recovery system

Presentation & Lunch provided by Eze Castle Integration, Inc

Location:

Eze Castle Integration, Inc
1 Federal Street, 9th Floor
Boston, MA 02110

Please reserve your spot for this luncheon by sending an email RSVP to: krodriguez@hfboa.org
We look forward to seeing you there.

MARK YOUR CALENDAR!

From due diligence and client servicing to best tax practices and audit preparation, HFBOA members can enjoy a 15% discount off all educational and networking events offered by Financial Research Associates. To claim your discount, reference priority code FAO1327 when registering for any FRA event.

To see our calendar of events: <http://www.hfboa.org/calendar.aspx>

ASSOCIATION UPDATES:

If you haven't already, be sure to download our 2nd Newsletter of 2009, a compilation of interviews with both fund managers and investors, focused on Due Diligence.

Visit: <http://www.hfboa.org/newsletter.aspx> and click on "Fall 2009 newsletter" to view.

Connect with us on LinkedIn! Use this open platform to network with other HFBOA members around the globe. We encourage all members to:

- Post interesting articles
- Discuss recent events
- Share best practices and ask for suggestions from other fund managers and ops execs

We look forward to connecting with you online!