

These **Human Resources for Small Business links and resources** will help you become better acquainted with managing your small business' most important assets - people!

[Receive **free professional business advice** from your local Small Business Development Center!](#)

While the [definition of a small business](#) may vary by industry, the [2018 Small Business Profile](#), produced by the SBA Office of Advocacy, reports that the majority of small businesses have fewer than 100 employees. For small business owners, it is important to understand the various aspects that make up the human resources landscape to effectively manage their workforce in compliance with federal rules and regulations.

Having a great human resources department can be what sets your business apart from others. As a small business owner you may very well function in the role of HR and the following resource guide provides insights to gain an understanding of the field.

COVID-19 Human Resources for Small Business

Shelter-in-place and physical distancing measures affected many businesses. U.S. small businesses employ [almost half](#) of the U.S. workforce and they are the human toll of this global pandemic. The following links offer guidance on human resources for small business issues to support and manage their workforce in the time of COVID-19.

- [CDC: Interim Guidance for Businesses & Employers](#) - provides guidance on preventing workplace exposure, includes changes as of May 2020.
- [OSHA: Guidance on Preparing Workplaces for COVID-19](#) - provides guidance and recommendations for employers to reduce workers' risk of exposure.
- [U.S. Small Business Administration Coronavirus \(COVID-19\): Small Business Guidance & Loan Resources](#) - provides guidance for small businesses.
- [U.S. Department of Labor Coronavirus Resources](#) - resources on preparing workplaces for the COVID-19 virus
- [U.S. Department of Labor Wage and Hour Division COVID-19 and the American Workplace](#) - fact sheets on the Families First Coronavirus Response Act provide guidance on paid sick leave or medical leave due to COVID-19
- [U.S. Department Labor Guidance on Unemployment Insurance](#) - federal guidance for states' administration of unemployment changes in response to COVID-19 (Note: [Check with states unemployment insurance program](#))

- [State Workers' Compensation Officials](#) - U.S. Department of Labor links to state-specific workforce agencies in the United States.
- [State Workforce Agencies Respond to Coronavirus \(COVID-19\)](#) - information provided by states on how they are dealing with workforce issues related to the impact of COVID-19 on their daily operations, from the National Association of State Workforce Agencies.
- [OSHA: COVID-19 Resources](#) - information includes links to interim guidance and other resources for preventing exposures to, and infection with, the novel coronavirus.
- [National Institute of Standards and Technology Guide for Remote Work](#) - provides guidance on security for implementing telework, remote access and bring your own device security
- [IRS Coronavirus Tax Relief](#) - information on coronavirus (COVID-19) tax relief for businesses and tax-exempt entities.
- [State Tax Filing Guidance for Coronavirus](#) - information about tax filing relief for businesses and individuals during the COVID-19 pandemic from the American Institute of CPAs.
- [U.S. Equal Employment Opportunity Commission Coronavirus Resources](#) - information about the EEO laws and COVID-19.
- [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#) - guidance for employers on compliance with ADA regulations in response to the COVID-19, new information appears in bold.
- [U.S. Department of Health and Human Services](#) - bulletin to ensure covered businesses are informed of the different ways that patient information may be shared under the HIPAA privacy rule for an outbreak of the COVID-19.
- [Centers for Disease Control COVID-19 Travel Resources](#) - provides information on travel restrictions, notices and recommendations
- [World Health Organization](#) - offers travel guidance due to COVID-19
- [Homeland Security Coronavirus Travel Response](#) - allows returning Americans flying from other countries into 13 airports

Federal Agency Resources

The section touches on federal agencies that layout the various rules and regulations for managing the workforce.

U.S. Equal Employment Opportunity Commission (EEOC)

- [Small Business Resources Center](#) - one stop shop for small businesses.

Internal Revenue Service (IRS)

- [Small Business and Self-Employed Tax Center](#) - resources for taxpayers who file Form 1040, Schedules C, E, F or Form 2106, as well as small businesses with assets under \$10 million.
- [Independent Contractor \(Self-Employed\) or Employee?](#) - information to determine the difference between independent contractors and employees as well as the tax implications.
- [Employment Taxes](#) - information to better understand employment taxes

U.S. Department of Labor (DOL)

- [Small Business Resource Center](#) - resources to assist small business owners understand the rules and regulations the Department administers.
- [Wages and Fair Labor Standards Act \(FLSA\)](#) - the FLSA establishes minimum wage, overtime pay, record keeping and youth employment standards.
- [Internship Programs Under the FLSA](#) - DOL fact sheet #71 provides general information to help determine whether interns must be paid the minimum wage and overtime under the FLSA for services they provide for “for-profit” private sector employers.
- [U.S. Department of Labor Workplace Posters](#) - some of the statutes and regulations enforced by the DOL require that notices be provided to employees and/or posters in the workplace. DOL provides free electronic copies of the required posters.
- [Wage & Hour Division: Resources for Employers](#) - offers a number of useful compliance resources intended to provide employers with readily accessible, easy-to-understand information relevant to both their rights and their responsibilities under the law.
- [Wage & Hour Division: Compliance Information for New and Small Businesses](#)
- [Wage & Hour Division: Fact Sheets](#) - numerous topic specific fact sheets
- [Wage & Hour Division: State Labor Offices](#) - listing of each state and their labor office contact information
- [Occupation Safety and Health Administration: Small Business](#) - OSHA’s Small Business Assistance provides numerous OSHA resources and information designed specifically for small business employers.

U.S. Bureau of Labor Statistics

- [National Occupational Employment and Wage Estimates](#) - estimates for all industries in metropolitan and nonmetropolitan areas in every state and the District of Columbia.

- [Statistics on Unemployment](#) - information on joblessness at national, state, and local-level

National Labor Relations Board

- [Employer/Union Rights and Obligations](#) - independent Federal agency created to enforce the National Labor Relations Act. Provides examples of conduct that could violate the law along with information on collective bargaining.
- [The NLRB Process](#) - process charts for Unfair Labor Practices and Representation Election.

Human Resources for Small Business Topics

The section addresses the key components that make up the human resources landscape.

Our blog post, "[Competing for Talent](#)," addresses some key staffing considerations when recruiting.

Compensation and Benefits

- [Determine Right Mix of Benefits and Compensation](#) - offers ways to create an effective and competitive benefits ("total compensation" or "total rewards") program
- [Employee Cost Calculator](#) - calculate compensation, taxes and benefits to provide the total annual employee cost.
- [Forecast Employee Benefits Budget](#) - considerations to estimate costs of benefits for an employee for the year
- [Set Up Employee Benefits Package](#) - provides steps to develop an employee benefits package
- [How Much Should I Pay My Employees?](#) - guide on considerations for employee pay with alignment to the operating budget
- [How to Set Salaries](#) - tips for setting fair and equitable employee wages
- [Glassdoor Salaries](#) - search salaries and compensation
- [PayScale](#) - salary data & career research center (United States)

Training and Learning

- [How to Create an Employee Handbook](#) - resource guide compiled by SCORE highlighting the importance of an employee handbook and the essential components.
- [Employee Handbook Template](#) - from benefits to employment details, the handbook

covers many aspects for an employee handbook

- [Employee Handbook Guide](#) - guidance on how to write your own employee handbook
- [Developing an Effective Onboarding Program](#) - from Gallup Workplace offering insights into the components to develop a strong program and engage employees from day one.
- [Training New Employees](#) - provides tips for successful onboarding experience
- [Characteristics of an Employee Training Program](#) - offers nine characteristics of top employee training programs
- [Evaluating Your Training Programs](#) - discusses a four-step process for evaluating the effectiveness of training programs.
- [How to Design Training](#) - six techniques to design training programs

Labor and Employee Relations

- [Employee Relations Tips](#) - 3 tips on how to build an employee relations strategy
- [Advantages of Labor Relations](#) - information on how strong labor relations affects an organization
- [Employee Relations](#) - provides information on how to maintain strong relations with employees
- [Employee Relations Issues Examples](#) - list of examples of employee connection problems
- [Labor Unions and Small Business](#) - article on the history of unions, pertinent laws, and the possible impact of these on small businesses
- [Major Employment Laws](#) - list of laws, small businesses need to know about employment

Organizational Development

- [What is Organizational Development](#) - discusses the definition of organizational development, its goals, examples of common organizational development interventions and techniques, and the OD process.
- [Organizational Development Guide](#) - provides a template which helps small businesses to make a positive culture within the employees.

Human Resource Associations

- [Society for Human Resource Management \(SHRM\)](#) - global organization serving as a leader on issues affecting today's evolving workplace providing resources, tools, and sample documents. Many resources are available free to the public while others are

restricted to members.

- [Association for Talent Development](#) - the world's largest association dedicated to those who develop talent in organizations.
- [American Payroll Association](#) - providing education, skills, and resources for payroll professionals.
- [WorldatWork: Total Reward Association](#) - providing resources for professionals engaged in compensation and benefits to cultivate an engaged and productive workforce.

Additional Small Business Resources

Already in business or thinking about starting your own small business? Check out our various small business resources:

- View more small business help topics here: [Small Business Information Center](#)
- View business reports here: [Small Business Snapshots](#)
- View industry-specific research here: [Market Research Links](#)

Remember, you can also receive **free professional business advice** and free or low-cost business training from your [local Small Business Development Center](#)!

Photo by [Amy Hirschi](#) on [Unsplash](#)