

Creating workplaces that work... for everyone

HR Compliance 101 Presents Brown Bag Lunch Series

Jim Britton of River Valley Community College in Keene asked HR Compliance 101 to run a series of luncheon workshops on Human Resource topics on February 24, March 17, March 31, April 14 and April 28. We invite you to join us for the workshops of your choice or the entire series. Each workshop costs \$29 and is held from noon to 1 p.m. at 301 Marlboro Street in Keene. To register, call 603-542-7744 or 603-357-2142 or email Kathy Aldrich (kadlrich@ccsnh.edu) or Beth Quimby (bquimby@ccsnh.edu).

Each workshop offers practical advice and examples to help you create the company culture you desire.

Keep the Employees You Want

The February 24 workshop addresses managing retention. Once you've hired good employees, you want to create a culture that will keep them with you for years, if not decades. Turnover is expensive—it affects your bottom line, employee morale and the culture of your company. We'll propose specific actions to help you measure the costs, identify the causes for and prevent turnover.

Make Expectations Clear

The March 17 workshop reviews the elements of an Employee Handbook/Guide which meets state, federal and OSHA requirements. People want to know what the rules are. We'll list the items that the handbook should contain and explain how it can serve as the primary tool that employers and employees rely on to guide their behavior and expectations.

Keep Your Company Compliant

The March 31 and April 14 workshops review compliance with state, federal and

OSHA regulations, including mandates and best practices from a Safety Manager's perspective. Our list of regulations is by no means all-inclusive but it has grown over the last seven years from a half page to more than three pages. Do you know all the rules and regulations that apply to a business of your size?

Deal with Employees You Don't Want

The April 28 workshop, the last in the series, addresses managing termination. We'll give you guidance on salvaging a "bad" employee or following the disciplinary path of a justifiable termination. In New Hampshire you can fire anyone at any time for any reason or no reason (as long as your action isn't discriminatory). However, by arbitrarily firing a bad employee, you may undermine your relationship with good employees. We'll discuss how you can best educate your employees about your expectations and give you specific processes for ending relationships in a civil, respectful manner.

FROM OUR CUSTOMERS

"You need someone capable and who keeps up with regulations, which is a job in itself. Someone who fits in and doesn't make people say, 'Oh no, she's back. We're in trouble.' Employees need to know they can raise issues with her."

GARY BARNARD, President & Founder, MOLDPRO, West Swanzey, NH

This newsletter refers to some of the regulations that may currently apply to small businesses.

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Compliance Alert

Do your employees use forklifts? Are they certified?

OSHA requires training for all forklift operators. Paula Mathews, president of HR Compliance 101, will be offering this training locally on Wednesday March 11 from 12:30 p.m. to 3:30 p.m. in West Swanzey at MOLDPRO, 36 Denman Thompson Highway.

Paula is certified by the Safety and Health Council of New England (SHCNNE) to conduct Forklift Safety Training workshops that meet OSHA's classroom training requirements. The cost is \$50 for each participant. To reserve a seat, phone 603-831-2114 or email paula@hrcompliance101.com. Please reserve by March 4.



Workplace and Training Solutions

- Q. My accountant issued 1099s to all my independent contractors and subcontractors. So nobody can claim they're employees, right?
- A. A 1099 is not enough. You must make very certain that those people meet *all* of the twelve criteria for independent contractors that the Department of Labor (DOL) set on January 1, 2008. If you have "independent contractors or sub-contractors" on your building site doing the same work as your employees, they cannot be considered independent; they must be considered employees. The DOL believes that employers try to classify these people as independent contractors and sub-contractors to save money on taxes and Workers' Compensation premiums (normally based on payroll). Employers are being fined if caught.

FOR OUR CUSTOMERS

Even if you had no work-related accidents or illnesses in 2008, you must still post your OSHA 300A Summary Form. If you would like assistance in completing the form, please contact HR Compliance 101.