

ASK PAULA



By Paula Mathews, President, HR Compliance 101, LLC

Paula Mathews has 25 years of experience in human resources, helping companies create the company culture they've always wanted, improve employee relations and comply with State and Federal regulations. If you have a question about any of these topics, email her at paula@hrcompliance101.com

Q. I'm a small contractor in NH and received a fax that looks like it comes from the U.S. Department of Transportation. It has an attached page which, if signed by me, gives authorization to release financial information on my business. Is this legitimate?

A. No! This is a scam targeting contractors. It was exposed as a scam by the New Hampshire Department of Transportation (NH DOT). Do not reply to the fax! If you want to be a vendor for NH DOT, you will find all information and documents of interest on their website at www.nh.gov/dot/business/index.htm

Before replying to any email from any organization asking for financial or other confidential information about your business, call the organization using the phone number you find in the telephone book—not a number supplied in the email. Make sure the person or organization has a legitimate business need for the information. Scams come in all shapes and sizes and from all directions. E-mails, faxes and phone calls are all resources for scam artists.

Q. Can I use my outdated I-9 form for my new employees? The form says it expires June 20, 2008.

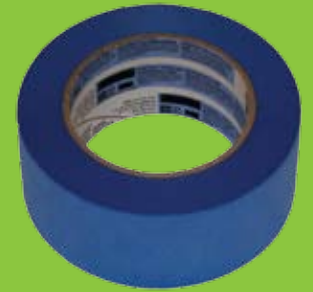
A. You should use the latest revision of the I-9 form. If you don't have the new form, email a request to HR Compliance and we'll email you the latest version at no cost.

Q. Is it true that there is a new requirement for all construction workers to have completed an OSHA 10-hour class?

A. There is a new state law in NH (HB 533) that applies to any person signing a contract for any public work or building with a total project cost of \$100,000 or more. The law requires certification that every employee has completed an OSHA 10-hour class. Even if you aren't working on a project funded by the government (all state, city, town and county projects are government funded), many general contractors are now making this course one of their requirements. HR Compliance 101 can give you information on where to get training.

TRICKS OF THE TRADE

When working with plywood, use masking tape on the lines you're cutting to keep the plywood from splitting. If you don't have a long straight edge, use a second sheet of plywood as your rip guide.



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