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Issue Seven

Did You Know?



Four Point HR has a new Drug Testing and Background Check Program. The benefits of this program include:

- Reduced Pricing
- Internet-Based Access
- Billing Through Payroll
- Drug Free Workplace Compliance
- Client Customization



In honor of Independence Day, we will be closed on Friday July 3rd. Have a safe and happy holiday.

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BLOG CORNER: Mentoring Young Talent

Stay connected to Four Point HR. Post a response on this topic and others to our blog at fourpointhr.com/peo.

We can find talented people at the base of every successful company. These people did not necessarily arrive at the business with a complete set of skills and good work habits.

On the contrary, great companies understand that getting the most from all staff members is the key achieving greatness. That said, **what are you doing to coach young talent as many companies lack a formal mentoring program?** Implementing such a

program, whether formally or informally, can provide great returns and feelings of accomplishment as you see your talent grow. To begin such a program, clearly state goals. It may be to achieve greater understanding and camaraderie among your people or to build greater skills among subordinates.

Clarify the mentor roles by outlining their goals in the process and allowing them to get personally involved. Make sure that you are providing them with adequate resources to help guide them along the way. Lastly, throw out the boss/subordinate role and ensure that mentoring is done outside of the traditional structure. If your organization is not large enough for this to occur, simply set aside mentoring time with the understanding that these time periods are reserved for growth and not accountability.



Time Makes All the Difference with FMLA

Family and Medical Leave Act (FMLA) regulations--legislation that applies to employers who have 50 or more employees within a 75-mile radius of the work site--were rewritten in January 2009. Now, the number of employees is no longer combined under the PEO umbrella and clients need only count employees on their payroll.

1. Employers have 5 business days after receiving the request from the employee to provide that employee with written notice of approved or unapproved FMLA leave.
2. The employee must give at least 30 days' advance notice of a foreseeable leave, or if this is not practical, the employee must follow the employer's usual notice and procedures for absences. The request by the employee for FMLA leave only needs to be verbal. If the employee does not give timely notice the period of delay counts as a non-FMLA-related absence.
3. The employer may contact the healthcare provider directly to clarify or verify medical documentation as long as the person is not the employee's direct supervisor. The employee must give the employer permission to obtain this information to qualify for FMLA leave. If the employee refuses this request the FMLA leave may be denied.
4. The employer may request recertification every six (6) months in connection with FMLA leave.
5. The employer can seek recertification in fewer than 30 days when an employee seeks an extension of leave.
6. The employer may require a fitness for duty certification to address the employee's ability to perform the essential functions of the employee's job. The employee has 15 days to provide a fitness for duty certification from their health care provider releasing the employee to work. If reasonable job safety concerns exist the employer may require the fitness for duty certification before the employee may return to work.
7. The employee's time spent while performing "light duty" work does not count against an employee's FMLA leave entitlement.
8. If an employer has a perfect attendance awards program, FMLA leave may not be used against the employee when considering perfect attendance as long as employees taking non-FMLA leave are treated in an identical way.

Please contact your Four Point HR Client Relationship Manager for new forms, Current FMLA posters, FMLA Guidelines or In-House Training.



VISION PLAN Announces Additional Benefits

Effective 7/1/09, the Four Point HR Vision plan is adding additional benefits without a cost increase:

- 30% off unlimited additional pairs of prescription glasses when purchased the same day as the member's eye exam from the same VSP doctor who provided the exam
- 30% off unlimited non-prescription sunglasses when purchased the same day as the member's eye exam from the same VSP doctor who provided the exam
- New and current contact lens wearers are eligible for a covered, in-full contact lens evaluation and initial supply of approved lenses from our newly expanded list, including toric, multifocal, and hydrogel lenses.

Currently, the Vision Plan benefits include:

- Eye exam performed by in-network providers with a \$10.00 co-pay
- Testing of eye movement coordination, depth perception, detection of cataracts, glaucoma and distance/near vision once per calendar year
- Lenses once per calendar year and frames once per two calendar years, up to \$120, plus 20% of any out-of-pocket expenses.


Participants have a choice of in-network providers and most are either classified as O.D. or M.D. There are three types of vision care professionals:

Ophthalmologist are medical doctors (M.D. they have 4 years of college, 4 years of medical school, 1 year of internship and 2 years of residency) specializing in the care, diagnosis, treatment and, if necessary, surgery of the eye.

Optometrists are doctors of optometry (O.D. they have 4 years of college and then complete their education at a school of optometry). Optometrists are licensed to examine, diagnose, treat and manage diseases and disorders of the eye.

Opticians have certification, licensure and do training and apprenticeships. They fit, adjust, and dispense lenses, frames, and contact lenses. Opticians may grind, repair, and replace eyewear.

If you would like additional information, or would like to enroll, please contact your Client Relationship Manager.



The I-9: License for Employment

The I-9 form is the most important document in the New Hire Profile to be completed by an employee at the time of hire. Also called the “Employment Eligibility Verification”, the I-9 is well named as it answers the question, “is this person eligible to work in the U.S?”

1. Section One of the I-9 must be completed by the employee on day one of hire. No employee will be entered into the Four Point HR system without a complete I-9 form.
2. Section Two of the I-9 must be completed, signed and dated by the employer. If that employer is unable to attain all pertinent documentation from the employee, then that employee is not eligible to start work. **Employers cannot specify which documents they do or do not accept.** Reference must be made to page 5 of the I-9 form “Lists of Acceptable Documents” to view proper forms of identification. After examining the identity and employment eligibility documents, employers must record the information under Section 2 of the I-9. Make sure all pertinent information is noted:
 - Document Title
 - Issuing Authority
 - Identification Number
 - Expiration Date (forms with expired dates are no longer accepted)

Please remember to complete the Certification Section that asks for the employee start date as well as the Employer signature, title, address and date.

3. Section Three of the I-9 must be completed when the work authorization of a current employee expires. This Section is used to update and re-verify the new work authorization information to update the I-9 form so the employee can continue to work.

Employers should pay special attention to **all** instructions listed on the Employment Eligibility form. Listed below are examples of unacceptable I-9 forms:

- One form of ID is listed under List B, but nothing is recorded under List C
- The employee does not sign/date the I-9 under Section One.
- The Employer does not sign/date the I-9 under the Certification Section
- An expired Drivers License is recorded under List B
- An employee fails to check one of the boxes noted under Section One noting whether they are a citizen, non-citizen, etc.

The I-9 form can be found in the Client Service Center at www.fourpointhr.com. Please contact your Client Relationship Manager to request training and/or additional information questions on the Employment Eligibility Verification (I-9) form.



Take Control of Your SUTA (Unemployment Insurance) Rate

PAYROLL CORNER

•Four Point HR has enhanced its payroll offering with the addition of seven **new** forms to our Web site. These forms are client specific, can be filled in online and printed, and will streamline and improve the efficiency of the payroll process. Please take a minute to visit www.fourpointhr.com, click on the Client Service Center and log in to view the new forms.

•The Employment Eligibility Form or I-9 is due to expire on June 30, 2009. We will contact you when the new revision is released and when our Web site is updated with the most recent form. Please see the I-9 article in this month's Newsletter for guidance in form completion.

•The July 4th holiday falls on a Saturday for 2009:

- Four Point HR offices will be closed on Friday, July 3rd.
- Banking institutions will be closed Saturday, July 4th.
- The United States Postal Service will be closed on Saturday, July 4th.
- **Payrolls processed the week of July 4th will follow the normal schedule**

With unemployment rates increasing and some state unemployment funds running out of money, states are looking for the funds to replace those paid out to benefits. Two states trying to shore up their respective unemployment funds are Georgia and Tennessee.

Georgia is set to receive \$220.3 million from the US Department of Labor as part of the federal stimulus package. Georgia qualified for the funds by putting provisions in place that assist part-time workers, people who advance their skills and new entrants into the workforce. According to the Georgia Labor Commissioner, the funds will be used to pay unemployment benefits, maintain the solvency of the unemployment fund and help to maintain the tax rate for employers.

With the Tennessee state unemployment trust fund running out of money, the state legislature voted to increase employee's wages subject to unemployment tax from \$7000 to \$9000 and increase employers' tax rates by 0.6%. Once the state fund reaches \$900 million, the bill will drop the taxable wages per employee to \$8000. This legislation is awaiting the governor's signature.

Unemployment rates have increased throughout the country and each state is trying to find sources to fund their depleting state unemployment funds. Some states may raise the employer's unemployment tax rate and increase the taxable wage base. Others may seek federal funding or look to borrow the funds.

Four Point HR will monitor and report on individual state's actions regarding their respective state unemployment funds.

Since unemployment rates are increasing across the country, it is important to protect your employer unemployment tax rate as the employer has the burden of proving that an employee was terminated for cause. Four Point HR assists our clients by ensuring they follow the proper procedures and complete the proper documentation in a timely manner when an employee is terminated.

Most state unemployment agencies have a 3-year look-back period when adjusting an employer's unemployment tax rate. That is, the state will go back 3 years to determine how much unemployment insurance was paid out to the terminated employees of a specific employer and adjust the employer's unemployment tax rate accordingly.

It is important that the employer submit proper and timely documentation to the state unemployment agency to keep unemployment rates from increasing.



First Aid Compliance In the Workplace

The Occupational Safety and Health Administration (OSHA) has certain requirements regarding First Aid and CPR preparedness in the workplace. Some OSHA compliance standards require specific types of industries to provide First-Aid and CPR training to their employees. The industries identified by OSHA are: Permit-required Confined Spaces, Logging Operations, Electric Power Generation, Transmission, and Distribution, Qualification of Drive Team and Construction Subpart V, Power Transmission and Distribution.

In addition to the industries listed above, OSHA standards 1910.151 and 1926.50 also state, "The employer shall ensure the ready availability of medical personnel for advice and consultation on matters of plant health." Compliance with the "ready availability of medical personnel" may mean providing training for employees to provide on-site medical assistance.

Part (b) of 1910.151 states, "In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render First Aid. Adequate first aid supplies shall be readily available." OSHA has interpreted near proximity to mean **4 to 6 minutes** from injury to medical care in areas where accidents resulting in life threatening or permanently disabling injury or illness can be expected. If injuries like these are not common, then OSHA considers it reasonable to have response times as long as **15 minutes**. Compliance with the training requirements for OSHA standard 1910.151 includes CPR only as a recommendation, while the other specific industries identified above state CPR training must be included.

Part (b) of 1926.50 states, "Provisions shall be made prior to commencement of the project for prompt medical attention in case of serious injury."

How Does This Apply to Your Workplace?

If your workplace meets the criteria of one of the specific industries listed above, you must provide First Aid and CPR training for a minimum of one employee and they must be able to respond at all times. If your company has multiple shifts, the employer is required to have a First Aid and CPR trained employee on each shift.

If your workplace is in any other industry, OSHA compliance means you must look at the likelihood of injury for your industry and your company. Industries and companies with a high incidence of injury must have medical care to the employee within 4 to 6 minutes. If your company is going to use 911 as the emergency response provider, you will need to contact your local emergency medical service provider to determine an expected response time for 911 calls in the area. You should request written documentation of the response time for their area and that documentation should be saved for reference. It is the employer responsibility to update the response times to make sure they are in compliance with the OSHA standard.

It is our recommendation that our clients keep a minimum of one First Aid and CPR trained employee on duty at all times. Training should be maintained on a regular basis; OSHA suggests updating training for life-threatening emergencies (CPR) every year and updating training for non-life-threatening incidents (first aid) every three years.

One way an employer can improve employee moral, in today's trying times, is to offer CPR and First Aid training to all of their employees. Your company can promote the value of this training and how it can be used not only in the work place, but also in their private life outside of the work place.

Please contact the Risk Management Department for assistance with your Company safety needs.