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Did You Know?



There are so many great reasons to practice yoga. Yoga is a thorough system for maintaining health and slowing down the aging process. It develops greater flexibility and balance, tones and strengthens muscles, boosts the immune system, increases physical energy and mental focus, improves digestion, and soothes the nervous system.

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BLOG CORNER: Handling Termination Security

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

We have worked closely with many clients to help them handle sensitive terminations. A sensitive termination occurs when we must end the employment of an employee who has or may display strong mood swings, who has the potential to act out, or who has access to highly sensitive company information and who may be under suspicion for improperly using such data outside of normal business duties.

How do you terminate such an employee, protect the security and safety within your workplace while also protecting the culture within your company? When planning the termination, make sure that you respect the dignity of the affected employee. Also, consider how you would want to be treated under the circumstances. By doing so, you take the high road and remain in a positive light with other staff members. Next, carefully weigh what security concerns are present. If the person displays volatile behavior that borders on violence, you should have some form of security present to escort the employee to the door. Most employees have passwords to internal and online systems and key access to physical company assets. In this case, be sure to cut off passwords at the time of the employee termination and collect all keys prior to the employee leaving your office. Let us know about any termination experiences you have had with sensitive employee situations.



Health Care Reform

On March 23, 2010, President Obama signed the Patient Protection and Affordable Care Act, also known as Health Care Reform, into law. This Reform mandates significant changes for health and welfare plans. The following are key provisions that take effect September 23, 2010:

For Employees:

- Group Health Plans must offer coverage to adult children up to age 26, (regardless of whether they qualify as the employee's taxable dependent) who are not eligible for coverage under another employer's health plan. The coverage would not be taxable to the employee or dependent and, beginning in 2014, the requirement that the non-dependent child must not be eligible under another employer's health plan would no longer apply.
- Your health plan may not impose pre-existing conditions exclusions for children under age 19; and no pre-existing conditions permitted for any plan participant beginning in 2014.
- Group Health Plans may not impose lifetime limits on essential benefits and could only impose "restricted" (to be clarified) annual limits. No annual limits would be permitted beginning in 2014.
- The costs of over-the counter medicines will not be eligible for reimbursement from a health flexible spending account (FSA); health savings account (HSA); or health reimbursement arrangement (HRA), unless obtained with prescription. In addition, the tax penalty on withdrawals from HSAs for reasons other than the reimbursement of qualified medical expenses will double to 20%.
- Plans may not retroactively rescind coverage of a participant, except in cases of fraud or intentional misrepresentation.

For Small Businesses:

- Offers tax credits of up to 35% of employer premium contributions for those small businesses with 25 or fewer employees that choose to offer coverage to their employees. Beginning in 2014, offers tax credits of up to 50% of employer premium contributions, for up to 2 years.

Although these provisions are effective September 23rd, the requirements will take effect during annual renewals. For some, this means January 1, 2011 and for others, July 1, 2011 depending on your renewal date. For further detail on The Patient Protection and Affordable Care Act, visit the Health Care website at: www.healthcare.gov.

*Information may change as details evolve. This document is not intended to provide legal advice.



Child Labor Law Revisions

The US Department of Labor, under the Fair Labor Standards Act (FLSA), has made revisions to the Child Labor Law effective July 2010. The rules focus on protecting children in non-agricultural occupations that are considered hazardous. Two tenets of the law remain unchanged:

- The rules apply only to employees under age 18
- The rules do not require work permits, but many states issue age certificates at an employer's request

Most changes are geared more toward the 14 and 15-year old age group. Listed are some of the revisions to the Law.

- Specifies that 14 and 15 year olds may only perform tasks that are specifically permitted. If not specifically permitted, they are prohibited.
- Expands the set of industries in which specific age groups can work specifies those that are prohibited
- Clarifies that the three (3) hour work limit, on a school day for 14 and 15 year olds, includes Fridays and that the school hour work limit applies only when school is in session where the minor resides.
- Requires employers to use the same "week" (168 hour period) for determining compliance with the child labor provisions as it establishes for determining if employees are due overtime.
- Children under the age of 16 cannot work in a door-to-door sales position
- Clarifies conditions when 14 and 15 year olds can ride inside and outside of passenger compartments of motor vehicles. Allow children to load and unload hand tools and personal items from motor vehicles that he or she will use at the job site.

For further details on the revisions or clarification, you can access the Department of Labor's website at www.dol.gov or speak with your Payroll Specialist at Four Point HR.



Back To School Driving Safety

Summer is almost over and children are going back to school. School buses will be back on the streets and drivers need to pay extra attention around school zones, crosswalks and bus stops. Accidents, including pedestrian accidents, are far more likely to occur locally on routes where drivers are familiar and comfortable. Every year, school bus accidents occur because many drivers forget about school bus safety laws and rules. So, now is the perfect time to hold a driving safety meeting with all of your employees.

Here are some back-to-school driving safety tips:

Stop for school bus lights. Always stop for school buses with flashing red lights. Drivers approaching the bus must come to a full stop when the red lights are on.

Check Your State Law. Check your state law regarding traveling in the opposite direction across a divided road, when the bus light are flashing. Some states require that you stop then, too.

Pass A School Bus Carefully. Never pass on the right side of the bus. It is illegal and dangerous as children enter and exit the bus from the right side.

Anticipate the worst. Remember that a small child may run in front of your vehicle. Slow down and prepare to brake well in advance of the bus.

Be careful around parked vehicles. Be especially careful in areas with parked vehicles on the side of the road. Parked sport-utility vehicles may hide children waiting to cross.

Obey crossing guards. Always obey the direction given by school crossing guards. In some areas school crossing guards have the same authority as local traffic police.

Avoid travelling in reverse. . Try to avoid backing up your vehicle in areas with children, as they can be difficult to see through the rear view mirror. **Don't speed.** Remember that the speed limit in most school zones is 15 to 25 miles per hour.

Don't honk at pedestrians or bicyclists. Honking at a child, whether on foot or on a bicycle, is not a good idea. The noise can startle a child and cause them to trip or fall into on coming traffic.

For more safety training topics, please contact the Risk Management Department.

Wedding Checklist Additions

Four Point HR will be closed Monday, September 6th, in observance of Labor Day. Clients will be notified if this will affect their payroll cycle. We at Four Point HR wish you and your family a safe and happy holiday.

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Whether you're contemplating the leap into self-employment or have already leapt, be mindful of the available tax breaks. Retirement plan options for self-employed individuals include a SIMPLE, a SEP, a Keogh or a 401(k). Contributions can reduce today's tax burden and provide tax-deferred savings for tomorrow.

If you are planning to get married, you are likely thinking about flowers, cakes, reception menus, dresses and tuxedos. Probably the last thing on your minds is your taxes. There are some items that you should take into account that could help to limit the normal stress incurred at tax time including:

- Inform the Social Security Administration of any name changes. This is done with Form SS-5, [Application for a Social Security Card](#). This form is available at local SSA offices, by calling 1-800-772-1213 or online at www.socialsecurity.gov.
- Let the IRS know of any change of address with Form 8822. This form can be downloaded from www.irs.gov or by calling 1-800-829-3676.
- You should also notify the U.S. Postal Service of any change of address so that you do not miss out on any correspondence from the IRS.
- Let your employer or any previous employers in the same year know of any address change so that you will receive your W-2 at the end of the year.
- Check your withholding. If both you and your new spouse are planning on working, your combined income may put you into a higher income tax bracket. The IRS offers a withholding calculator at www.irs.gov that will help in figuring out the correct withholding for your circumstances.