

The Employer Group, Inc. ❖ www.TheEmployerGroup.com ❖ 800-406-9675 or 608-258-4800 ❖ 608-258-4802 (fax)

Walking Program

Do you have a walking program in your office? Did you know that if your employees take a walking break, according to the latest research, they can come back more energized and reinvigorated to work, even recouping the productivity missed by taking the break?

Consider getting a walking or wellness program instituted in your office today!

Not sure where to start? Give The Employer Group a call or drop us a note—we would be happy to provide you with suggestions on how you can get your wellness program up and going. ↪

Overtime Pay an Issue? Are You Just Giving Comp Hours Instead?

If overtime is an issue—by this, I mean that you have an employee working overtime and (s)he has not been authorized to do so—that is a performance problem. While you still are REQUIRED BY LAW to pay him/her for the overtime hours worked, you should not just let it go. You need to document that insubordination (because they've been told to not work overtime hours without approval—it's in the handbook). It's a performance issue and should be treated as such. Running into this problem now? You can download a Employee Disciplinary Report on our website.

Compensatory hours or "comp hours" are another issue. Hourly employees may not receive or bank hours to be used at a later date. Any hours worked over 40 hours in one work week must be paid out at time and a half his/her regular rate of pay. Even if the employee requests or agrees to banking their hours, you still cannot do that—the law requires that they be paid out. Even if it were not required by law, it is a lot easier to pay those hours out when earned rather than have the court charge you interest, fines, and that overtime rate if/when the employee sues for payment of those hours later. ↪

Paying for Employee Licensing?

Are you paying for your employees to receive licensing required for their job? If so, we would strongly suggest three things:

1. Make sure that it is a requirement listed on the job description for his/her position.
2. Make sure the employee is aware that is a requirement of the job and that (s)he may be terminated if licensure is not received within a specific time period.
3. Make sure that the employee signs a form regarding repayment of that license should you wish to receive reimbursement if they terminate employment.

If you need any forms to accomplish things in this list, please visit our website—they're all there, ready to be downloaded. ↪



THE EMPLOYER GROUP
OPERATE SMARTER

Policy Development

Does your employee handbook need to be revamped / revised to reflect actual practices in your office?

Do you have a specific dress code policy, attendance policy, funeral policy, or email usage policy? If so, maybe this is a good time to review your employee handbook to make sure that your staff knows the expectations of the position, what is required of them, and to what standard they are expected to conform.

Let The Employer Group help you develop your own, customized employee handbook today. It's included as part of your service from The Employer Group, so why not take advantage of it? Call or email us today! ↪



Want a bonus?

For a limited time, The Employer Group is offering a referral bonus program to all current clients! All you need to do is talk to a colleague of yours, tell them about The Employer Group, and get them to sign on with us!

When that new client is signed on with The Employer Group, you, as the referral source, will receive a \$100 bonus per employee that the new client has!

That means that if you refer someone to us that has 50 employees, you could receive a \$5,000 referral bonus when they sign on with us—just make sure they mention your name when they sign up! ↪

Building Problem?

To keep the work environment as nice as possible for your staff and to avoid workmen's compensation claims, be sure to contact your landlord (if you do not own your building) to report problems. If (s)he refuses to fix the problems, contact us—maybe we can help. ↪

Deadline for New Hire Paperwork

If your new hire needs to be paid during that week, you need to make sure any paperwork from that new hire is turned in and faxed to us no later than 5:00 pm on Monday of that week. If it is not faxed or emailed to us by that time, that new hire will not be paid on that Friday—they will need to wait until the following pay period. 📧

Are You Documenting Enough?

As an employer, documenting things that happen with your employees is one of the more important things you can do. The Employer Group is here to help you with your documentation needs, proving forms and, when needed, personalized guidance from our human resource professionals on staff.

Remember to:

1. Document, document, document. Just when you think you're done, document some more. It never hurts to have additional documentation of things going on in your office, particularly when it comes to an employee's performance.
2. Have things in writing. Some of us may have a great memory, but that is not good enough—your memory will not hold up in a court of law.
3. Official exchanges, such as disciplinary actions, performance reviews, job changes, pay changes, or terminations (whether voluntary or involuntary) require getting things in writing.
4. Be complete. Missing information creates a hassle for you and for us, and it could be costly in the end, depending on what is missing.
5. If you are having some performance issues with a staff member, document that performance problem, discuss it with your employee immediately (do not wait until time for their annual performance review to tell them about a problem festering), and make sure the employee knows the consequences should you need to discuss that same performance issue with them again.

Check our website for the different forms you can use. It's a wealth of information that provides quick and easy answers to some of your more basic questions. A few examples of forms available on our website are:

- Employee Disciplinary Report
- Employment Application
- Performance Review
- Termination Form
- Training Reimbursement Agreement



The list goes on from there. Don't see a form that you need? Let us know and perhaps we can create something for you to use in your business. We have the ability to create forms to custom fit your company and your specific needs.

At The Employer Group, we understand the pressure of running a business. That is why we are here to help. If something has happened with a staff member and you are unsure if you should document it or not, please give us a call or write us an email. Our staff is more than happy to assist you with all your human resources questions. 📧

Answers To Your Questions

This column will feature questions that we get from you, our clients. If you have a question that you need to have answered, please contact us today. You may also visit us online (www.TheEmployerGroup.com), and submit your question there as well as view our most Frequently Asked Questions!

QUESTION: When an employee quits, what do I need to do?

ANSWER: When an employee voluntarily quits, (s)he should submit a letter of resignation to you, signed by them, stating their last date of employment with you.

To remove them from our system and off your payroll, you need to fax that letter of resignation along with a Termination Form (available on our website) and the employee's last timesheet. It is imperative that we receive the employee's time sheet right away as we are required by law to pay them out right away. While the exact wording of the law varies from state to state, the intent is the same—employees, even if quitting of their own accord, must be paid out no later than the first pay day following their last date of employment. You can never just not pay them for time they worked for you.

QUESTION: Do I need job descriptions?

ANSWER: Yes. Each position at your office should have a job description, providing the employee the duties expected of them as a part of their job. The job description is not expected to be an all-encompassing listing of everything that the employee will ever be asked to do; however, it should list all the essentials of his/her job and the knowledge, skills, and abilities needed to accomplish that job.

When preparing a job description, do not think about the person(s) in that job—think about what type of person will be needed should you need to replace that position some day. For a sample template of a job description form, please visit our website. 📧

Quote of the Month:

The World's Shortest Sales Course:
#1. Know their business.
#2. Know your stuff. 📧

