

The T.A.P.E Tip Sheet

Human Resource Support from The American Professional Employer©

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REQUIRED BUSINESS POSTINGS



ARE YOU TRULY SAFE FROM ASSOCIATED FINES?

By Human Resources

Do Your Bulletin Boards Have the Required Postings?

Are all of the required notices within your office posted and visibly noticeable? Are the notices posted in both the hiring areas and work location(s)? **Failure to post required notices might result in fines and further investigations. Failure to post may also result in an employee being granted an extended period of time to file a charge against an employer because of the lack of notice.**

Although not required, displaying the required notices in a glass case avoids the risk of removal or defacement. Additionally, employers must post unaltered notices; printed words cannot be updated by hand. Also, make sure postings are in an area that employees pass by or to which they have daily access. Penalties can also be assessed if postings can not be viewed easily.



Checklist for compliant employee postings:

- _____ Federal Minimum Wage Poster
- _____ Employee Polygraph Protection Act
- _____ Equal Employment Opportunity Law (EEO)
- _____ Family and Medical Leave Act
- _____ Drug Free Workplace Notice
- _____ Job Safety and Health Protection (OSHA)
- _____ Workers' Compensation Coverage
- _____ Unemployment Compensation
- _____ State Minimum Wages
- _____ State Fair Employment Practices
- _____ State Safety and Health Protection
- _____ State Minor Labor Laws

Postings are required in the work location where employees can easily observe them. Postings are also required in the hiring location, where applicants are received. If the work area is divided into separate units or buildings, postings are required in each area.

Are you in compliance? Check **NOW!**

For more information call Human Resources at 330-668-1845. Don't become one of the many companies that have been penalized and/or fined for non-compliance with postings.

Are you Prepared for the New OSHA Logs and Procedures?



By
Gregory Newsome
Risk & Safety
Manager



Records of sales, costs, profits and losses are essential to all successful businesses. They enable the owner or manager to learn from past experience and to make corrections for future operations. Records of accidents, related injuries, illnesses and property losses can serve the same purpose, if they are used the same way. The sole purpose of OSHA record keeping is to store factual information about certain accidents that have happened. When the facts have been determined, causes can often be identified, and control procedures can be instituted to prevent a similar occurrence from happening.

Employers now have a new procedure for tracking workplace injuries and illnesses. This became effective on 01-01-02 and must be posted by February of next year. OSHA's new record keeping log is easier to understand and to use. Written in plain language using a question and answer format, the revised record keeping rule answers questions about recording occupational injuries and illnesses and explains how to classify particular cases. Flowcharts and checklists make it easier to follow the record keeping requirements.

- **OSHA Form 300: Log of Work-Related Injuries and Illnesses**
- **OSHA Form 301: Injury and Illness Incident Report**
- **OSHA Form 300A: Summary of Work-Related Injuries and Illnesses**

Record keeping is a critical part of an employer's safety and health efforts and is one of the critical areas a compliance officer will ask to review. **Don't be fooled by what OSHA wants and what the Bureau of Workers' Compensation wants on their forms. The two are not affiliated. Each recordable occupational injury and illness must be logged on the form within six working days from the time the employer learns of it.** If the form is prepared at a central location, then a current form must be presented within 45 calendar days.

If you would like more information, OSHA's new forms, or assistance in filling-in these forms, please call Gregory Newsome at (330) 688-1845 Ext. 24.

We are able to provide you with these forms in an Excel spreadsheet if desired.



CLICK HERE

FOR INSTANT IMPROVEMENTS WITHIN YOUR BUSINESS AND EMPLOYEE COMMUNICATIONS

By
Patty Bork
Payroll Manager

As an employer quality information and communication throughout the organization is one of the keys to management. Having the ability to quickly retrieve and analyze internal employee information in a moment's notice is often a rare availability to small-and-medium-sized corporations. Not with TAG! Our high tech, feature-rich payroll system is the most sophisticated on the market today. We provide our clients' immediate human resource needs via the worldwide web. **The majority of our clients are enjoying the simplicity and accuracy of easily retrieving employee information without having to ask a team member to look it up, assembling it in an excel spreadsheet, or at the mercy of someone on the other end of the phone.**

Today, whether you're on vacation or in a client's office, the information you need is at your fingertips. Salary statistics including last pay, vacation, sick days, family leave, progress reports, and your last annual review, can all be retrieved by the click of a button.

Your team members also have access to their information including personnel records, deductions, pay statistics, how many vacations days are left, what benefits did they elect, and what could they add today? We can also set up your website so that your employees can make qualifying changes such as change of home address or birth of a child, one time and instantly with direct input to our payroll personnel.

Our objective is to make your life easier. We desire to assist you in quickly obtaining important information so that you may make more informed and better decisions. We want your employees to have access to the information they need to assist them in making their daily decisions as well. We provide you and each of your employees with their own personal web page. This is the door, or the portal, to instant access. From there, communication and information flow smoothly. We provide, regardless of the size of your company, a Fortune 500 payroll and human resource department at your fingertips with the personal roving HR representative who visits your location at least once per month and is on call 24/7.

Maybe it's time to take a look at your payroll and HR compliance issues and discuss how instant, feature-rich, and accurate access can improve your life and the life of your employees. We provide the easiest method of payroll and human resource management on the market today. Call Patty Bork for more information at 330-668-1845.



SO MANY SEEMINGLY QUALIFIED APPLICANTS... SO LITTLE TIME



Even though the economy has begun the long process of recovery, and the number of job layoffs seems to be decreasing, the unemployment rate is expected to increase still further. Many economists predict that within 6-9 months the unemployment rate will increase by possibly 6.5%. With a surplus of job applicants out there, how are you going to be able to make an early determination of which ones will add the most value and character to your team?

The American Group is taking proactive steps to help solve this pressing and real situation. Our objective is to help you make better and more informed decisions to find a "perfect fit" for your corporate culture and team working environment.

"Psychological testing outperformed all other methods of assessing candidates."

-Extract from Harvard Management Update 10/98

TAG strives to ensure the long-term success and continual growth of your business. Through the implementation of new psychological profile testing, via the Internet or paper testing, we can provide you with a cost-effective, time saving tool that will give you an in-depth and detailed prospective employee analysis. This creative and proven test will be available in two different formats, a 100-question test and a more extensive and in-depth 180-question test. Both tests will analyze and assess the applicant's character including:

- > Aggressiveness
- > Compassion
- > Commitment
- > Compliance
- > Determination
- > Ethics
- > Optimism
- > Sociability
- > Trust
- > Stamina
- > Concentration
- > Diplomacy

And more!

As you know, one of our primary goals is to help you attract and retain your key employees. We recommend that your key performers, including yourself, take this EEOC compliant test. This will provide you with an unsurpassed benchmark to help you in matching the candidates core values with that of your organization. We work to save you time from hassles and to strengthen your long-term success of your company. Do you have the strength of staff and other resources to properly investigate, analyze, and determine which overflow of job candidates will fit in best with the culture and vision of your company? Call Hilarie Bologna for more information on this up coming feature: 330-668-1845.

Psychological Testing provided by MindData

****Please Remember: the savings and value we provide our clients is based on large group buying power. Help keep your benefits and administration costs down—refer other business owners. Thanks!***

The
American
Group

