



The Source

Volume 1 Issue 5

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Offer Letters

As the business climate improves, some employers are preparing to hire new staff members.

Job offer letters are a good way to set forth a clear understanding between the employer and the applicant, spelling out the terms and conditions of employment.

Offer letters are provided to the applicant you have selected for the job, and usually follow interviews and negotiations regarding the conditions of hire. Offer letters should include, scope of duties, compensation, reporting relationships, benefits, confidentiality, protection of trade secrets and an at will statement.

Please contact the Human Resource Department If you are interested in creating an offer letter for one of your candidates.

Did you know...

We are Moving

Employers Resource will be moving its San Diego office effective December 4th to a new location. Although we will miss our beachside offices in Cardiff, we are very excited about our new digs in San Marcos. We will be closing at 1:00 pm on December 4th, which is our moving day.

Please update your records:

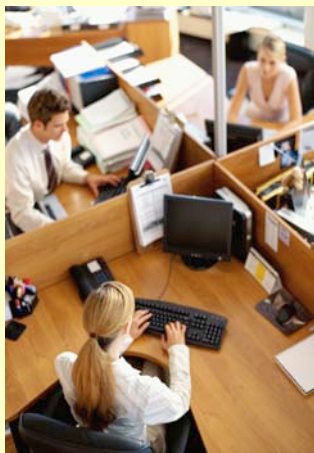
New address effective December 7th, 2009

340 Rancheros Drive
Suite 264
San Marcos, CA 92069

PHONE:
(800) 559-2350

FAX:
(760) 943-2343

E-MAIL:
info@employers-resource.com



Changes at Employers Resource

Employers Resource wishes Roy Bredahl, Director of Loss Control, a happy and healthy retirement.

A few words from Roy:

"It is amazing how fast time gets away from us. I've been with Employers Resource for 12+ years! I've heard time flies when you're having fun, and I've enjoyed my tenure with Employers Resource. It's been a challenging, but rewarding experience. I've shared many successes with clients who have embraced a safety philosophy; while others . . . I've met many great people, who I talk about constantly, encouraging less "safety successful" clients to adopt a safety culture. I've seen many noteworthy business accomplishments. I've worked with other safety professionals, but none as dedicated to our clients and acquiring the skills required of our unique co-employer scenario as Brad Franklin."

"It is with a pinch of regret and much pride that I pass the torch to Brad, your new Director of Loss Control." "Brad has many ideas you may find helpful. As safety consultants, we carry the collective exposures and experiences of hundreds of client companies, offering a unique, comprehensive understanding of what does and does not work; not only relative to safety, but general business acumen; knowledge not available elsewhere. It is Brad's mission to share his vast knowledge with you."

We are confident the years Roy has spent mentoring Brad, place Brad in the perfect position to assume the Director of Loss Control position. Brad's prior background as a Private Investigator and Field Specialist with the San Diego County District Attorney's office of Investigations gives him a unique perspective regarding loss control.

Over the next few months you will see Brad in his new role. He's looking forward to continuing to provide the same fantastic service.

Pregnancy in California

Pregnancy Disability Leave, also referred to as PDL, is covered by a California law created to protect pregnant employees against discrimination and to allow for time off from work for pregnancy, childbirth, and related medical conditions.

Employers are required to provide PDL if they have five or more full-time or part-time employees. This leave requires employers to provide up to 16 weeks of un-paid time off for pregnancy, childbirth, and related medical conditions. This leave may run concurrent with other leaves. If you have more than five, but fewer than 50 employees, PDL is the only leave required for employees disabled by pregnancy or pregnancy-related conditions. FMLA and CFRA do not apply and any additional leave you offer is purely voluntary; or if you have 50 or more employees, you must grant PDL and family/medical leave under FMLA.

Should you have an employee who is requesting time off or who has been off from work for three consecutive days or more due to their pregnancy, be sure to contact the Human Resource Department for guidance. You may be liable for significant penalties if you refuse to provide PDL to an eligible employee or if you discriminate against an employee who exercises her right to PDL.

Preparing for Year End

W-2's

Hundreds of W-2's are returned to us each year because of incorrect addresses. Your assistance is greatly appreciated in helping us ensure employees receive their W-2's in a timely fashion.

Unless otherwise notified, each employee will be mailed a copy of their W-2 from our office. Please contact your payroll operator if you would prefer to have W-2's sent to your office for distribution.

To ensure timely delivery of your staff's W-2's, please have your Employees verify the following items

- Correct spelling of Name
- Correct Current Address
- Correct Social Security Number

Deadline for voiding 2009 paychecks

Please note our final date for voiding paychecks issued in 2009 is January 8th, 2010. Due to re-filing requirements for federal and state tax returns, the company charges a \$150 fee per every voided check after January 8th, 2010. Get a jump start on your year end process and request your voided checks before the end of the calendar year. Please contact your payroll operator should you have any questions.

Privacy and Record Keeping

Are there any records that should be kept separate from the normal employee file? California law mandates that employers establish appropriate procedures to ensure all employee medical records and information will remain confidential and is protected from unauthorized use and disclosure.

One appropriate procedure for ensuring confidentiality is to establish a second file for each employee for information protected by privacy laws. This confidential file may contain medical records and any other sensitive information, such as private financial records.

What kinds of information about employees do I need to keep private from other employees?

California's constitutional right to privacy protects employee personnel files from improper disclosure to third parties.

Employers are required to establish appropriate procedures to ensure all employee medical records and confidential information will remain private and will be protected from unauthorized use and disclosure. It is recommended that a second personnel file be maintained containing the more confidential information which may include:

- Records of investigations including sexual harassment
- Medical records – including insurance applications and pre-employment physical results
- Credit reports
- Background investigation results

Access to an employer's computer files containing sensitive information must also be closely guarded. Employers could be held liable for negligently failing to protect its system from unauthorized access. Contact the Human Resource department for more information.



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New Address effective 12/4/09
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(800) 559-2350
FAX:
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18002 Irvine Blvd
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Tustin, CA 92780
PHONE:
(800) 707-3784
FAX:
(714) 619-6878
E-MAIL:
info@employers-resource.com

Holiday Schedule

Employers Resource will be adhering to the following Holiday Schedule

- Thursday, November 26th - Closed for the Holidays
- Friday, November 27th - Closed for the Holidays
- Friday, December 4th - Moving Day, closed at 1:00 pm
- Friday, December 18th - Christmas Party, closed at 1:00 pm
- Thursday, December 24th - Closed at 1:00 pm
- Friday, December 25th - Closed for the Holidays
- Thursday, December 31st - Closed at 1:00 pm
- Friday, January 1st - Closed for the Holidays

Christmas Delivery Schedule

Timesheet received by Noon on:	Will Be Delivered on:
Tuesday, December 22 nd	Wednesday, December 23 rd
Wednesday, December 23 rd	Thursday, December 24 th

New Years Delivery Schedule

Timesheet received by Noon on:	Will Be Delivered on:
Tuesday, December 29 th	Wednesday, December 30 th
Wednesday, December 30 th	Thursday, January 31 st

* Federal Express, UPS, and Overnight Express are closed on Friday, December 25th, and Friday, January 1st.

To ensure timely delivery, payment must be received prior to the payroll being shipped. All EFT clients will be drafted 24 hours prior to their check date. Should you have questions regarding your EFT, you may contact the Accounts Receivable department.

Please note that all checks, including bonuses, will have a check date of December 31st, 2009 or earlier. We will be unable to process any 2010 checks until Monday, January 4th, 2009.

Contact your payroll operator to discuss any particulars about your Holiday payroll schedule.