



PEOPLE POINTERS

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*** NEWS ***

Easier To Fire Workers

On May 25, 2018, President Donald Trump signed an executive order allowing agencies to fire poor performing federal employees more quickly by reducing performance improvement periods down to 30 days. The improvement periods currently range from 60 to 120 days, depending on the agency. Federal employees typically have greater protections against termination than many private sector employees.



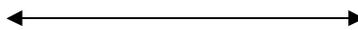
Affordable Care Act Change

The Affordable Care Act (ACA) has an annual inflation-adjusted shift in cost-sharing limits for group health plan coverage. Employers face significant penalties for failing to provide affordable coverage under the ACA's shared responsibility provisions.

On May 21, 2018, the IRS announced the 2019 shared-responsibility affordability percentage. Based on the ACA's

affordability standard, as adjusted for inflation, health coverage will satisfy the requirement to be affordable if the lowest-cost self-only coverage option available to employees does not exceed 9.86 percent of an employee's household income. This is up from 9.56 percent in 2018.

For 2019 calendar-year plans using the federal poverty level (FPL) safe harbor to determine affordability, an employee's premium payment can't exceed \$99.75 per month. This is up from \$96.08 in 2018.



Have You Reviewed Your I-9 Forms and Procedures?

Employers should prepare for increased enforcement activity from U.S. Immigration and Customs Enforcement (ICE) by performing internal I-9 audits, ensuring they are compliant and developing contingency plans in the event of an ICE worksite enforcement action.

ICE recently announced it performed 3,510 worksite enforcement actions between October 2017 and May 2018. ICE conducted 1,716 actions during the 2017 fiscal year.

ICE has made 139 criminal arrests and 172 administrative arrests. The new guidelines say the fine will be from \$220 to \$2,191 for each I-9 with substantive paperwork errors.



Compliance Review Checklists

Checking key components of your human resources and safety programs is important to maintaining an effective and up-to-date management program.

In each issue we will present a checklist of human resources, general industry safety and construction safety key components.

Please take a few minutes to check your compliance with the components that apply to your business.

Human Resources Checklist

✓ When did you last take a look at the labor posters you have displayed in your workplace? Employers are required to have both federal and state posters displayed based on their business and number of employees. These posters need to be kept updated. You may need to have posters in a language other than English.



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Conduct an audit of your posters today.

- ✓ HIPAA compliance procedures can be confusing and complicated. It is important to regularly review your procedures to ensure compliance. Contact your insurance broker and conduct an audit of your procedures.
- ✓ Are you required to have an Affirmative Action Plan for your business? Developing the plan is very time consuming and detail-oriented. Take the time to review your plan to ensure it is up-to-date and in compliance with the new regulations.

General Industry Safety Checklist

- ✓ Flammable liquids shall be kept in covered containers or tanks when not actually in use.
- ✓ The quantity of flammable or combustible liquids that may be located outside of an inside storage room or storage cabinet in any one fire area of a building shall not exceed:

25 gallons of Class IA liquids in containers. 120 gallons of Class IB, IC, II or III liquids in containers. 660 gallons of Class IB, IC, II, or III liquids in a single portable tank.
- ✓ Flammable and combustible liquids shall be drawn from or transferred into containers within a building only through

a closed piping system, from safety cans, by means of a device drawing through the top, or by gravity through an approved self-closing valve. Transferring by means of air pressure shall be prohibited.

Construction Safety Checklist

- ✓ Administrative or engineering controls must be implemented whenever feasible to comply with the threshold limit value (TLV) of airborne contaminants.
- ✓ When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits prescribed.
- ✓ Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent industrial hygienist or other technically qualified person.



Employee Training

By: John M. Turner, Ph.D.,
President

Part 8

On-the-job Training (OJT)

Perhaps the most common form of training that we see is OJT. A good OJT program will

follow a specific training plan. It is important that the trainer is able to teach and show the employees what they need to learn. It is flexible and relevant to what employees actually do. OJT can be disruptive to the normal work flow. Bad habits can be learned if the wrong trainer is used. Even with these disadvantages, well-planned and well-delivered OJT is an effective training method.

External Training

On the other hand, external training takes place outside of your company. Companies of all sizes use this method of training. This method is effective if you do not have the talent in-house to give the training and if you have a large number of employees that need trained quickly. Some additional reasons to use external training are listed below.

- It may be less expensive when internal resources are limited.
- You may not have enough time to develop internal training materials.
- Your staff may not have the necessary level of expertise for a particular subject matter.
- There are advantages to having your employees interact with employees from



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other companies in a similar environment.

Outsourcing of Training

As a human resources and safety consulting firm, this method is where we have the most focus. We work with all company sizes to develop and deliver their training programs.

Computer software companies offer employee technical certifications for their software. Some companies will host training conferences that your employees can attend.

You can be sure that any training needs that you have can be met with an outside vendor. Caution should be used to properly vent any vendor you are considering using and to ensure their program specifically meets your training needs.

Government-supported Job Training

You can receive training assistance from the federal, state and local governments. Training money is available for hiring certain types of employees; such as, the long-term unemployed. The Workforce Investment Act (WIA) provides States with block grant programs that target adult education, disadvantaged youth and family literacy. On a personal note, I served for several years on our local multi-county WIA Board of Directors (one year as the Chairperson). Many individuals and companies benefit from WIA

programs. You should take the time to visit with a member of your local WIA Board.

This article will continue in our next newsletter edition.

Note: Previous articles are available on our website.



Electronic Recordkeeping

By: Marc Snitzer, CIH, CSP, RS - Independent Safety and Health Consultant

OSHA has changed the recordkeeping requirements for occupational injuries and illness under the OSH Act. Entry of this data into the OSHA website is now required for some employers. According to OSHA, this will improve injury tracking and serve to reduce injuries by making employers and the Agency more aware of them.

Sometimes there is a mistaken impression that OSHA does not cover employers with 10 or fewer employees. This is not true. OSHA covers all employers who have employees; except those who work in the mining (covered by the Mine Safety and Health Administration – MSHA) or state and local employees (covered by some states by other organizations; in Ohio, the Public Employees Risk Reduction Program – PERRP).

While most employers are covered by OSHA, some are not required to maintain occupational injury and illness records or make them available to their employees and OSHA. These include employers in industries such as, some retail, real estate, educational institutions and legal services.

For details, see the *Non-Mandatory Appendix A to Subpart B -- Partially Exempt Industries* located at: <https://www.osha.gov/recordkeeping>.

While some employers are not required to maintain records, all employers are required to report by phone or other means certain severe injuries, illnesses and fatalities directly to OSHA within 8 or 24 hours depending on the circumstances.

Employees cannot be fired or otherwise discriminated against for reporting. Employees must be informed of their rights to report workplace injuries and illnesses to their employers and the requirement that there be no act of retaliation for this reporting.

OSHA records consist of three forms. The OSHA 301, *Injury and Illness Incident Report*. This is the form used to report an injury or illness. In Ohio, the BWC First Report Of Injury Form can be substituted for this form. The OSHA 300, *Log of Injuries and Illnesses*, is used to list injuries and illnesses and how they occurred. The OSHA 300A, *Summary of Work-Related Injuries and Illnesses*, is



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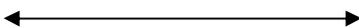
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used to summarize numbers of injuries and calculate incident rates. The 300A is the form that must be posted in the workplace from February through April each year.

These requirements have not changed for many years; however, the requirement for submission of data to OSHA for 2017 data via electronic means is new. OSHA 300A data must be entered on the OSHA website by July 1, 2018. In 2019 and later, the deadline for this entry is March 2nd; changes may be made in the future to require additional data to be entered.

Electronic entry is required for employers with 20 employees or more. Some employers in industries with historically high injury and illness rates must enter this data. These industries include construction, manufacturing and other industries; see: <https://www.osha.gov/recordkeeping> for the complete list.

JMT & Associates, LLC can help you to understand and comply with OSHA recordkeeping requirements. Our safety programs can also help to reduce injuries to employees. Call today for a free initial consultation.



Stop Talking - Start Doing

By: Nicholas Dillon, MS, MAED
"The Believe Coach"

Throughout your life, you have meant to do a lot of things. You might have intended to go into a certain line of work, live in a certain area, or become involved in certain hobbies and activities. But everyday life just kind of intervened and prevented you from doing what you always thought you would do.

And here you are, still wishing you can accomplish some of the goals and desires you established a long time ago. Some of the activities you want to do might even come up in conversation from time to time. You start out by saying, "One of the things I've always wanted to do is..." or "I always thought I would..." or even "Starting at the NEW YEAR, I will...."

So, how can you stop talking and start doing what you intend to do? What does it take to follow through with your intentions?

These action strategies can help inspire you to begin fulfilling your life's dreams:

1. Pick your top 3 desires at the current time. Limiting the goals you plan to work on will help you succeed. Select those that are the most important for you.

2. Stay focused on those 3 goals and do not allow anything to get in the way of accomplishing them. When you focus, you will keep those goals on your mind every single day. You might say you will eat, sleep, and drink with those few goals. You might also ask yourself, "How bad do you want to accomplish these goals?" It will help you understand your own motivation behind the goals you have chosen.

3. Break each goal up into "chunks." Divide it up into smaller mini-goals and enjoy one success after another as you attain these smaller goals and get closer to achieving your end goal. Breaking up each goal into do-able chunks will galvanize you to get started working toward the goal one bit at a time. Remember that even incremental progress is better than no progress at all.

- For example, if one of your goals is planning a family vacation, what is every aspect of the trip you must plan for? Your mini-goals might include setting a date, gathering finances, deciding where all you will go and what you want to do when you get there, and more. This is a great pencil and paper exercise so that you can actually see the plan in front of you instead of just floating around in your memory.



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4. Vow to do something that moves you closer toward each of your 3 goals every single day. For example, rather than spend 2 hours in the evening on your phone, social media, or iPad, spend one of those hours working towards one of your mini-goals.
5. Show flexibility. If focusing on 3 of your desires at once is too difficult for you to work toward, then choose just one at a time and work on it until you accomplish the goal. Also, be willing to switch from moving one goal ahead to working on another if you get stuck. When you encounter challenges with each goal, consider your approach or an alternative plan for achieving it.
6. Change your language. Rather than continuing to state you “always wanted to do” something, state what you have done recently to work toward accomplishing your goal. Use your discussions and language to remind yourself and others of what your intentions are. Now your talk and your actions are both consistent with attaining your goal.
 - For example, if you have always wanted to learn Tai Chi, tell what you have done to check into it. “I called the YMCA the other day to find out when the Tai Chi class starts and how much it costs.” What a thrill

it will be when your next conversation includes, “At my Tai Chi class the other day...”

Consider the fact that it will be wonderful when you start avidly focusing on your desires and actively working to achieve your goals. You have, right now, within your reach, the power to stop talking and start doing whatever is necessary to translate your intentions into actions. You can live the life you have yearned to live and achieve your dreams. Begin today to do what you intend to do.

The Believe Coach, Nicholas Dillon www.nicholasdillon.com. Try out a complimentary life coaching session with The Believe Coach at www.BelieveUniversity.net.



Accident Prevention

By: The Safety Division

You've heard lots of talk, read lots of articles, and sat through training classes about working safely on the job. Sure it's "old stuff" — but, it is important information.

There is a lot at stake for YOU in working without injury or damage. You have much to gain by keeping fit and unhurt. One reason has a big dollar-sign in front of it. But there are other important reasons: other people who count on you for happiness and perhaps for financial support. They also have a big stake in your safety on the job.

And there are other things, like what you want most out of life. Maybe it's a favorite hobby like fishing, hunting, a boat, a new car or truck, a trip to far-off places, entering or finishing up school, early retirement, or a healthy bank account to fall back on. Keeping uninjured and steadily on the payroll has a lot to do with achieving your important goals in life.



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Think of all the things you're able to do now that give you earning power; then think of trying to do these same things if you were without a hand...or arm...or leg...or your eyesight. It's much harder — if not impossible — for a disabled worker to reach all his or her major personal goals.

So don't think about safe work practices and rules as "hemming you in" or "cutting down on your individual freedom"; think about them as positive things, designed to help you keep your freedom and your abilities, so that you have a better chance of getting what you want most out of life.

A risky habit or dangerous condition on the job is a threat to your freedom and your future. Working efficiently and without injury is the safest avenue leading from where you are to where you want to be in life.

That's why accident prevention is a critical part of your job.



SURVEY

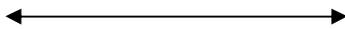
Help Wanted

When 4,900 professionals were asked "If you are planning on looking for a new job in 2018, what is the top reason?" They responded:

- 33% - I'm bored and need a new challenge

- 24% - Company culture doesn't fit with my values
- 21% - I have lost my job or expect that I will
- 19% - Higher salary
- 3% - Company politics

Source: Korn Ferry, Los Angeles



INTERESTING FACT

Forty-six percent of 500 full-time workers with student loan debt said in a recent survey that they would give up paid time off for a loan repayment benefit, while 33 percent would give up retirement benefits and 23 percent would give up healthcare benefits.

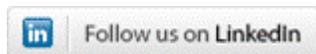
Source: Millennial Personal Finance, New York



SOCIAL MEDIA

JMT & Associates, LLC is on LinkedIn, Twitter, Facebook, Google+ and Skype.

Please visit us at the following social media sites:



www.linkedin.com/company/jmt-&-associates-llc



www.twitter.com/JMTHR



www.facebook.com/pages/JMT-Associates-LLC/144214645671881

SKYPE: JMT-001



<https://plus.google.com/11707707472697779296>



SERVICE UPDATES

The JMT Network Program

The JMT Network Program is up and running. Please visit www.jmt-associates.com (Click on the link located on the left-hand side of the home page.) to read about the latest developments.

Mechanical Power Presses

Do you have a mechanical power press? As you know, mechanical power presses can be very dangerous. The OSHA standard is complicated and can be confusing. We can perform a comprehensive safety audit and



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determine if you have any safety hazards and if you are complying with the OSHA standard.

Monthly HR & Safety Programs

JMT & Associates, LLC offers a monthly HR program and a monthly safety program (general industry and construction) specifically designed for the small business. A comprehensive, customized program is offered for low monthly payments.



EDUCATIONAL BOOKS

John M. Turner, Ph.D. has written the following books:

"Office Safety - Hidden Dangers - Book A"

Safety is Priority Number One. Safety First. Think Safety. Always Work Safely. Safety slogans like these are very common. Companies want to provide a safe workplace for their employees. No one wants to have an accident.

When you think of workplace safety, what types of businesses do you think of? Construction, factories, manufacturing, saw mills, logging, commercial fishing, and foundries . . . office workers.

Even though we don't normally associate safety with office

workers, there are hazards and health concerns associated with working in an office environment. Serious accidents can and do occur.

In this book, information is provided for the following office safety topics:

- Slips, Trips, and Falls.
- Office Lighting.
- Housekeeping.
- Ergonomics.
- Back Injury and Safe Lifting.
- Office Equipment.
- Electrical Safety.
- Chemical Safety.
- Material Handling and Storage.
- Air Quality and Ventilation.

You will learn what the hazards are, how to recognize the hazards, and how to avoid an injury.

This book includes the following tools:

- Real-life office accident scenarios.
- The Occupational Safety and Health Administration (OSHA) standards that apply to an office.
- Office safety tips.
- Office safety checklist (audit form).

"Office Safety - Hidden Dangers - Book B"

Working in an office environment is safe, right? You might be surprised by the number of employees that suffer an injury while working in an office.

Most office accidents are minor, but you could have a serious accident that results in time off from work.

Every office employee has responsibilities for safety. These responsibilities include having the knowledge to identify office safety hazards and working in a manner to avoid causing an injury either to themselves or a co-employee.

In this book, information is provided for the following office safety topics:

- Noise.
- Emergencies in the Office.
- Stress.
- Office Furniture.
- Workplace Violence.
- Germs in the Office.
- Getting Hit—Ouch!
- Bloodborne Pathogens.
- Reporting Accidents and Near Misses.
- Employee Safety Training.

You will learn what the hazards are, how to recognize the hazards, and how to avoid an injury.

This book includes the following tools:

- Real-life accident scenario.
- Office safety tips.
- Office safety checklist (audit form).
- Sample employee safety training topic agenda.
- The components of a typical emergency action plan.
- Stress relieving exercises you can do at your desk.



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“The Employee Hiring Process – Who Are You Hiring?”

This book is an employer’s guide to knowing who you are hiring – before it is too late.

This is a must have book for anyone who is hiring employees. You will learn how to hire your next great employee.

This book comes with a workbook to help you practice and understand the process of hiring employees.

All the sample hiring forms and policies are included so you can customize them for your company.

“How Are Your Employees Performing? Employee Performance Appraisals – Book 1.”

Why do supervisors dislike giving employee performance appraisals so much? The answer lies in the understanding of what an effective employee performance appraisal program consists of:

- Employee performance appraisal program overview.
- Developing the employee performance appraisal measurement criteria.
- Establishing the employee performance appraisal process procedures.
- Conducting the employee performance appraisal meeting.

This book provides the framework and roadmap to

develop an employee performance appraisal program or to review a current program. A self-assessment worksheet and a performance improvement plan agreement are included. A sample employee performance appraisal policy is also part of this book.

“How Are Your Employees Performing? Employee Performance Appraisals – Book 2.”

This book builds upon the framework and roadmap introduced in "How Are Your Employees Performing? Employee Performance Appraisals - Book 1."

Book 2 provides additional guidelines and resources you can use to ensure your program is successful.

Topics covered include:

- Employee performance appraisal program's legal considerations.
- Common mistakes to avoid and/or correct.
- Communication tips to make the performance appraisal meeting productive.
- The benefits of an annual employee performance appraisal audit.
- Applying information learned through scenario analysis.
- Employee performance appraisal forms and instructions for a variety of job types.

“Interviewing for Success – Finding the “Right” Person – Book 1.”

Interviewing job candidates can be a challenging and frustrating task. However, it is one of the most crucial tasks of your job. Hiring the right people to staff your company is very important to the success of your company. Hiring the wrong people will cost your company valuable time and money.

The task of interviewing can be made more effective once you know the keys to successful interviewing. Also, having the right tools in your toolbox can greatly improve your success rate of hiring the “right” person.

This book provides the tools to help you:

- Develop an effective interviewing plan.
- Evaluate your employment application.
- Save time and be more efficient when reviewing resumes.
- Conduct effective telephone interviews.
- Conduct effective face-to-face interviews.

This book provides the following samples:

- Interviewing policy.
- Employment application.
- Resume/employment application review worksheets for several different types of jobs.
- Telephone screen worksheet.



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- Telephone questionnaire worksheet.
- Candidate interview evaluation form.
- Sample candidate rejection letter.

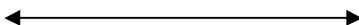
“Interviewing for Success – Finding the “Right” Person – Book 2.”

The task of interviewing job candidates contains many hidden pitfalls. Mistakes that are made during the interviewing process can cost your company valuable time and money. It is very important not to unlawfully discriminate against job candidates during the interviewing process. Even accidental discrimination can put your company at risk.

Experienced interviewers can make a costly mistake without proper preparation. The key to effective interviewing is the preparation. Reviewing mistakes that others have made during the interviewing process can teach you valuable lessons about what NOT to do.

This book provides information about the following interviewing topics:

- Interviewing without discrimination.
- Common interviewing mistakes.
- Americans with Disabilities Act interviewing.
- Questions not to ask during an interview.
- Sample interview questions.



ABOUT US

JMT & Associates, LLC is a full service Human Resources (HR) and safety solutions provider. We partner with small, mid-size, and large companies to develop and improve HR processes and procedures.

We offer extensive "real-world" experience in a variety of industries, including manufacturing, service, union, union-free, profit, not-for-profit, private, and public sectors.

Our level of involvement ranges from complete management of your HR needs to providing project-based assistance to your in-house HR person, depending on your specific business requirements. These services range from basic policy development to in-depth HR strategic planning.

We begin with a comprehensive HR assessment of your current policies and procedures, then we provide a detailed analysis and a "roadmap of recommendations" to maximize your HR investment. We then provide the necessary follow-up to ensure process effectiveness.

Areas of Expertise:

- Coaching & Leadership Development
- Compensation & Benefits
- HR & Safety Compliance
- Employee Handbooks
- Employee Relations
- General HR Practices
- HR Assessments
- HR Policies & Procedures
- HR Strategy & Planning
- Labor Relations
- Organizational Development
- Performance Management
- Job Analysis
- Job Descriptions
- Employee Assessments
- OSHA Written Programs
- OSHA Audits
- OSHA Citation Abatement
- HR & Safety Training Courses



ABOUT THIS NEWSLETTER

Legal Note: JMT & Associates, LLC provides services in conformance with best practices of the human resource (HR) profession, but is NOT engaged in rendering legal advice or services. While implementation of effective HR management programs and systems significantly reduces potential legal liability, should legal assistance be required the company is advised to utilize the services of a competent legal professional.

While the information in this newsletter has been compiled from sources and documents



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