



Greetings,

Fall is in the air! I hope you all had a great summer and are excited for cooler temperatures and upcoming festivities! With a season of thanks just around the corner, we want each one of you to know how much we appreciate your business. There is so much value in supporting local business.

We ran across an anonymous quote last week: *"When you buy from a small business, you are not helping a CEO buy a third vacation home... You are helping a little girl get dance lessons, a little boy get his team jersey, a mom put food on the table, a dad pay a mortgage or a student pay for college".*

This quote couldn't hit closer to home. We thank you for choosing local and we thank you for choosing us.
Thank you!

- The ECB Family

ECB Advantage October 2015

FALL SAFETY

OVERTIME PAY - KNOW THE RULES!

HRIS TOOLBOX TIPS

OPEN ENROLLMENT IS COMING SOON!

CLIENT SPOTLIGHT

SAFETY CORNER

**THE FALL SEASON IS NO TIME
FOR A FALL!**



Don't fall down on the job...

A recent study for the Centers for Disease Control and Prevention found that falls are a leading cause of occupational death and 80% of fall injuries involve ladders. The majority

HR & LABOR INSIGHTS

OVERTIME PAY - KNOW THE RULES!

Overtime provisions are regulated by Federal Law under the Fair Labor Standards Act (FLSA). Unless exempt, employees covered by the Act must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. While there is no limit to the number of hours employees older than 16 can work in any one workweek, employees must be paid overtime pay for all hours worked over 40 in one workweek.

An employee's workweek is a fixed period consisting of seven consecutive 24-hour periods. It need not coincide with the calendar week. Different workweeks may be established for different employees or groups of employees, but each

of the falls occurred at an average height of 7.5ft, and leading causes included: the ladder moved, the employee lost balance, or the foot slipped and missed a rung. Through careful training however, we can help prevent falls - every employee should have periodic ladder safety refresher training.

What points to cover?

- *Pick the right ladder for the job
- *Inspect the ladder before use
- *Always maintain three contact points with the ladder: both feet and one hand
- *Ensure the ladder is on a solid and level surface
- *Do not carry materials in hands when climbing the ladder
- *Inexperienced employees may over-reach - Be safe and get off the ladder, move it and climb back up
- *Ensure the step ladder spreading device is locked and do not climb on a folded step ladder
- *Do not stand on the top two steps of the ladder, ladders become unstable from a high center of gravity

Regarding straight ladders:

- *Use the 1-4 rule - the base of the ladder to the wall should be one quarter the distance of the top of the ladder to the ground.
- *Tie the ladder to the structure to help secure it
- *Get help when setting up an extension ladder
- *Make sure the ladder extends at least 3 feet above the top of the wall or access platform.
- *Do not place the ladder in front of a door that opens towards the ladder, and protect the base from traffic
- *Stay at least 10 feet away from electrical lines and use fiberglass ladders

week stands alone - Averaging of hours over two or more weeks is not permitted. Normally, overtime pay earned in a particular workweek must be paid on the regular pay day for the pay period in which the wages were earned.

The law does not require "double pay" or extra pay to employees who work at night, on the weekend, or on holidays. Extra pay in these circumstances is totally up to the discretion of the employer, as long as employees are paid overtime if they work over 40 hours in one workweek.

Some employees are exempt from receiving overtime pay. There is a common misconception, however, that as long as an employee is being paid on a salary basis, that employee is exempt from overtime -

This is false. Being paid on salary is not enough to exempt an employee from receiving overtime; their specific job duties also have to meet certain requirements. Job titles alone do not determine exempt status. Learn more about [overtime exemptions here:](#)

ECB HR TOOLBOX TIP

Did you know quick access to important HR COMPLIANCE and EMPLOYEE RELATIONS FORMS is just a click away?

Simply log into your employer account at ecbibbidi.com - From there, scroll down to the "Documents" section near the bottom of the page. Click on "Documents" for a list of accessible documents to help support your employee management efforts. Please [contact us](#) with any questions or to add your worksite specific documentation to the system.

Take advantage of your ECB HR Information System to communicate workplace expectations, keep your business compliant and protect yourself against employment claims!

OPEN ENROLLMENT IS COMING SOON!

Open Enrollment for Benefits begins November 1st. Be on the lookout for more information from the ECB office. Eligible employees will have until December 15th to elect benefits effective for January 1, 2016!

CLIENT SPOTLIGHT

Congratulations to the **Hadder Insurance Agency!** They are the latest ECB Clients to implement **Paperless Payroll!**

These clients are maximizing the value of our new system to streamline processes and save valuable time.

Are you ready to make the switch?
