



January 2016

NEW YEAR HIGHLIGHTS

HRIS TOOLBOX TIPS

ECB CLIENT SPOTLIGHT!

RTW & MODIFIED DUTY: Managing Work Injuries

PROFESSIONAL RESOLUTIONS - TOP 6 FOR 2016

Greetings,

With this New Year upon us, we would like to once again thank you for choosing ECB as your co-employer. 2015 was an exciting year for us as we implemented new technologies and expanded our business to better serve you! It's been a pleasure helping you reach your operational goals - We are grateful for excellent clients like you who make our work satisfying and enjoyable.

In addition to the extra features available to you within our evolving HR & payroll system, we continue work to deliver even more benefits for you and your employees in 2016. And, in keeping our commitment to excellence in service, ensuring that we make employing as easy as possible; we've added a team member! Julie Arnett is our new HR Manager, and her focus is you - We're thrilled to have her on board to share her expertise as we continue to roll out and enhance employment and payroll systems for your worksites throughout 2016.

Thank you again for choosing to work with ECB Service. Best wishes for a happy, healthy and prosperous year!

-Your ECB Service Team!

HRIS TOOLBOX TIP

HR FORMS & GENERAL DOCUMENTS

Did you know quick access to important HR DOCUMENTS and EMPLOYEE MANAGEMENT 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 relation efforts.

Please [contact us](#) with any

HR & LABOR INSIGHTS

RISK MANAGEMENT & MODIFIED DUTY PROGRAMS



Effective Return to Work Programs with Modified Duty Assignments are a Win-Win for Employers & Employees

As part of a well-documented Return to Work program, modified duty helps employees, injured on the job, return to full productivity quickly and smoothly. These programs are key elements to successful risk management and proven to reduce workers' compensation insurance, and related business costs. Many workers' compensation insurance companies now require their clients to establish Return to Work programs.

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!

CLIENT *SPOTLIGHT*

We're excited to welcome several local restaurants into our ECB Family this new year. **Hopjacks Pizza Kitchen & Taproom, The Tin Cow, Potroast & Pinot, Jackson's of Pensacola, The Fish House, Atlas Oyster Bar, and Pondera Plantation** are the latest businesses to implement ECB's Paperless Payroll and Employment Solutions!

These clients are maximizing the value of our systems to streamline processes and save valuable time. **We encourage you to stop in and give these local businesses a try for lunch or dinner!**



**Employment Made Easy
It's About Time!**

What are Modified Duty Assignments and How do they Help Your Business?

While many workers experience injuries that they believe prevent them from working, many can in fact return to work via modified duty assignments. Returning to work on modified duty involves temporary changes to the employees environment, duties or schedule. These temporary work adjustments help employees retain employment while still recuperating, protecting their earning power and facilitating the healing process. *As an employer, your workforce is a valuable asset; and when an employee can't work due to illness or injury, it impacts not only an organization's productivity, but also its morale.*

Effective return-to-work approaches satisfy several critical business goals:

- * Prevent abuse and deter workers' compensation fraud
- * Reduce costly litigation and temporary disability and/or indemnity benefits
- * Retain gainful employment and accelerate recovery of injured employee
- * Maintain experienced workforce and decrease frequency of lost time claims
- * Promote good mental health and workforce morale and enhance your company image.

PROFESSIONAL RESOLUTIONS - TOP 6 FOR 2016

You've likely listed and recently ditched a few personal resolutions for 2016 already- But what about your professional life? For all the business owners, and other professionals responsible for labor and HR issues in the workplace - Here's your second chance to shine! We've compiled a handy list you can resolve to take on and easily handle for 2016!

1. Update Your Company Handbook

Often neglected but oh-so important! Review and revise your handbook as necessary this year and every year... [READ MORE](#)

2. Schedule Trainings

What good are policies if managers don't know how to enforce them? Effective workplace training can help employers avoid employee lawsuits, workplace injuries, and violations of laws and regulations... [READ MORE](#)

3. Distribute Policy Reminders

If handbooks and workplace guidelines are up-to-date, it is still good practice to reinforce the importance of your critical policies by distributing and having all employees sign an acknowledgment of receipt ... [READ MORE](#)

4. Audit your Files

Review all employee personnel files for consistency. Confirm you have a signed copy of each and every necessary document in each and every file.... [READ MORE](#)

5. Review Independent Contractor Status

This area has evolved in recent years, you should resolve to review these relationships with a fresh eye in 2016... [READ MORE](#)

6. Examine Exemption Status

Titles are not everything... [READ MORE](#)