



Dear Clients & Friends,

The summer season officially kicks off with Memorial Day next week! For many of our clients that means increased business and an influx of seasonal employees. **Whether you're preparing your business for a bustling weekend or planning a getaway over the long weekend, your team at ECB is here to help keep operations running smoothly.**

Our goal to save you time, add value to your business, and exceed your service expectations continues. And speaking of added value... We've received a lot of positive feedback on the **ECB Tax Advantage, Affordable Health Insurance Plans** we introduced in April. The addition of major medical, dental, vision, disability, and more insurance options has been a great **success for our client benefits**. We love hearing your thoughts and suggestions on our services, please keep them coming! For now, we hope you enjoy the holiday weekend and come back refreshed and ready for a successful summer season - **Happy Memorial Day!**

Sincerely,  
Don Rider  
President

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### **EMPLOYEE SELF-SERVICE:**

**Reducing reliance on management for timely information**

With the **ECB Service HR & Payroll Information System Self-Service Feature**, your employees have **24/7 access** to information they need through the web. **Our convenient self-managed tools are an added benefit for both employees and employer!** Your employees can easily update contact, and direct deposit information, confirm employer-initiated employment status, rate of pay/salary, and other changes; so owners and managers can spend more time on their business, and less time responding to questions and

### **FINAL OVERTIME RULES: Big Changes Announced by DOL! IS YOUR BUSINESS READY?**

Last week the U.S. Department of Labor ("DOL") announced **final rules updating the conditions employees must meet to qualify for exemptions from overtime pay under the Fair Labor Standards Act ("FLSA")**. This final rule reflects considerations of concerns raised by the business community in response to the proposed rules issued in June 2015. Most notably, the new salary level of \$47,476 was imposed over the proposed \$50,440; and the implementation period was lengthened from 60 days to six months. There were no changes to the "duties" test for employees to qualify for the EAP (executive, administrative or professional) exemptions.

**New regulations go into effect December 1, 2016. Employers will have to raise the salaries of exempt employees to meet the new salary level, or re-classify exempt salaried employees to non-exempt hourly and manage the overtime they work.** The current rule requiring employees that qualify for the EAP exemption to be paid a minimum salary of \$455 per week (\$23,600 annually) will increase to \$913 per week (\$47,476 annually). In order to qualify for EAP, employees must be Executive, Administrative, or Professional. All other employees are non-exempt and subject to overtime rules. The final rule also updates the total annual compensation level above which Highly Compensated Employees (HCE) are ineligible for overtime. The new level

requests. **Managers will also benefit from a reduction of paper and clutter!**

Log into your employee account at [ecbibbidi.com](http://ecbibbidi.com) to explore all the features available! And please, [contact us](#) with any questions!

## **NEW CLIENT** **\*SPOTLIGHT\***

We're excited to introduce **Taco Mez, Coastal Granite, Synergen Consulting, and Percento Technologies to our growing ECB family!** These businesses are the latest to implement ECB's Paperless Payroll and Employment Solutions!

Our clients are maximizing the value of ECB's HR and Payroll Information System to streamline processes and save valuable time. **Contact us today to learn more about new features and benefits available to new and existing clients.**

## **FREE LUNCH!**

We're offering a **free catered lunch to you and your team** for any **referrals that result in a new client** - So get the word out and reward your team with fun lunch on us!



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



is \$134,004 per year, which is up from the current \$100,000 per year.

**All employers will have to comply with the changes made to the overtime regulations of the Fair Labor Standards Act (FLSA) by Dec. 1, 2016.**

### **New Regulation Highlights:**

- **The rule extends overtime protections to over 4 million workers who are not currently eligible under federal law.**
- **Workers who earn less than \$47,476 a year (\$913 a week) will have to be paid overtime, even if they're classified as a manager, administrative or professional.**
- **No changes to the duties tests**
- **Triennial rather than annual increases in the minimum standard salary level for exempt employees.**
- **A 200-day rather than 60-day implementation window.**

In anticipation of these changes, The HR Team at ECB has been proactive in assisting clients with self-auditing their workforce. If your business has not yet determined if any action needs to be taken with some employees, please [contact us today!](#) It is important to remember - job titles DO NOT determine exempt status. For an exemption to apply, an employee's specific job duties and salary must meet all of the applicable requirements provided in the Department's regulations. We're here to help!

### **YOUR HANDS AT WORK: PROTECTING OUR VALUABLE TOOLS!**

Hand injuries continue to account for the majority of occupational injuries, but they are preventable! Superbly designed tools of amazing strength and dexterity, our hands can pinch, grasp, twist, lift, hold and manipulate while doing a wide variety of other specific tasks - There are very few occupations that are not "hands-on", so to speak. They provide us with the dexterity needed to perform most daily activities; and, In fact, if hands were considered tools, they would be considered to be far more versatile than any tool developed by man - Your hands are valuable but also vulnerable. Let's protect them! Hands are constantly exposed to dangerous conditions on the job - Sharp edges, pinch points, protruding objects, splinters, exposed blades, unguarded machinery and many more. If even a small cut makes it difficult and painful to work or play, imagine a serious injury...

### **Prevention Tips to Protect your Hands:**

- Wear proper hand protection appropriate for the job and temperature - Stay alert and always watch what your hands are doing.
- Know how to handle the tools and equipment you work with. Don't take shortcuts.
- Make sure the moving parts of machines are well guarded at all times and watch those pinch points!
- Lockout machinery and energy sources before reaching into them.
- If you are taking any drugs or medication, consult your doctor. Some drugs and medication impair your faculties, prevent you from thinking clearly and slow your reflexes.
- Do not wear rings or wedding bands while working with machines.
- Do not pick up glass or sharp objects with bare hands.
- Be aware of the positions and movements of your hands and wrists as you work. Try to alternate or change your movements to reduce repetition and strain.
- Whenever possible, work with your forearms close to your body and supported.
- Always observe safety rules and proper work practices; and always obtain first aid for every injury, no matter how minor.

A hand injury can happen in a split second and result in a lifetime of disablement and hardship for you and your family. Letting your guard down around machinery or handling sharp objects, hot objects, rough

materials or chemicals without the necessary protection is an invitation for hand injury. Employers should consider an effective hand protection program as part of their health and safety committees.

## **Quick Links**

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