



Dear Clients & Friends,

I hope this email finds you well and, despite the heat, you find some energy to spend quality time with your family and friends this summer!

It's not always easy, but having a **good balance between work and family life** is something we strive for at ECB - and it's **our mission to help you achieve that balance and peace of mind - It's all about time!** With this monthly newsletter, our goal is to keep you informed on our latest upgrades, employment, compliance and benefit solutions - **It's what you need that matters most!** More news and resources can always be found on our [news page here](#), but if there is a particular topic you'd like us to focus on in future posts, please let us know!

Until next time... Stay cool!

Sincerely,
Don Rider
President

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**June
2016**

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SUMMER PERKS AND EMPLOYEE DISCOUNTS!

Get access to the ECB/Bibbidi Perks site for exclusive employee pricing and discounts!

ECB/Bibbidi Perks is designed to help you save time, save money and earn rewards whenever you shop online.

Access your Employee Perks [here](#) for exclusive Employee Pricing and discounts on local and national brands! Happy Shopping!

[NEW CLIENT *SPOTLIGHT*](#)

We're happy to welcome and introduce **Coastal Granite**,

[HR AND SAFETY INSIGHTS](#)

Combatting Heat Illness in the Workplace... BEAT the HEAT THIS SUMMER!

It's summer time and as the temperature rises, so do incidences of heat-related worker illnesses. Every year, thousands of workers become ill from working in the heat. Construction workers make up about one-third of heat-related worker deaths, but outdoor employees in every industry are at risk when temperatures go up... Even indoor workers, like warehouse staff, can be at risk. The risk of heat illness is greatest when the heat index (temperature plus humidity) climbs above 90 - The time is now for employers to take steps to protect their workforce!

Heat-related illnesses and deaths can be prevented by following these seven simple steps:

1. Institute a heat acclimatization plan and medical monitoring program. **Closely supervise new employees for the first 14 days or until they are fully acclimatized. Most heat-related worker deaths occur in the first 3 days on the job and more than a third occur on the very first day. New and temporary workers are disproportionately affected.** If someone has not worked in hot weather for at least a week, their body needs time to adjust.

2. **Encourage workers to drink about 1 cup of water every 15-20 minutes.** During prolonged sweating lasting several hours, they should

Barnhills Coffee Club, Driftwood Restaurant, Hotel Holdings, and The Gulf Breeze Area Chamber of Commerce, to the ECB family this summer!

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!



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drink sports beverages containing balanced electrolytes.

3. **Provide shaded or air-conditioned rest areas** for cooling down.
4. **Provide workers with protective equipment and clothing** (such as water-cooled garments, air-cooled garments, hats, ice-packet vests, wetted over-garments, and heat-reflective aprons or suits).
5. Be familiar with heat illness signs and symptoms, and make sure your employees are too. Some **heat exhaustion signs are dizziness, headaches, cramps, sweaty skin, nausea and vomiting, weakness and a fast heartbeat. Heat stroke symptoms include red, hot, dry skin; convulsions; fainting; and confusion.** In general, fainting and confusion represent an emergency and should trigger the call for professional evaluation.
6. Encourage workers to recognize heat illness symptoms and notify a supervisor or medical professional if they or other coworkers are showing signs. **Implement a buddy system where workers observe each other for early signs and symptoms of heat intolerance.**
7. **Know what to do in an emergency.** Employees should call a supervisor for help. If a supervisor is not available, **call 911.** Have someone stay with the person until help arrives.

Always remember these three simple words: **Water, Rest, Shade.** Taking these precautions can mean the difference between life and death.

[CALCULATE THE HEAT INDEX FOR YOUR WORKSITE HERE!](#)

JOB DESCRIPTIONS - WHY THEY MATTER!

A well-written job description creates the framework in building positive employer-employee relationships. **From recruitment to retirement, job descriptions provide information about the knowledge, training, education, and skills needed for each job.** They prevent misunderstandings by clearly outlining relationships between individuals and departments, as well as responsibilities. Job descriptions help both sides share a common understanding... **They benefit employees and employers!**

Once a job description is prepared, it can serve a basis for interviewing candidates, orienting a new employee and in the evaluation of job performance. **A job description describes the job, not the people who hold that job.** They provide a basis for job evaluation, wage and salary comparisons, and fair compensation structures. **Descriptions usually include duties, skills, effort, responsibilities of the job, environmental and working conditions specific to the job, as well as the education and experience required for performing the job.** It may also list information on tools and equipment used and relationships with other employees and departments.

While the ADA doesn't require job descriptions, it does require that applicants and employees are able to perform the "essential functions" of the job, with or without reasonable accommodation. **The Equal Employment Opportunity Commission (EEOC) has said that one of the things the agency will look at when determining essential functions are job descriptions written before an employer advertises to fill an opening.** Therefore most companies, whether they are rewriting old descriptions or developing them for the first time, want them to reflect essential functions - a generic description is not the best way to do that.

Why Are Job Descriptions Important?

- Assist job applicants, employees, supervisors, and human resources professionals at every stage in the employment relationship.
- Improve the company's structure, and lay the foundation for sound documentation to comply with Company Policies, ADA and EEOC guidelines by identifying and analyzing the essential

functions.

- Minimize conflicts, improve communications, and prevent misunderstandings/settle grievances by clearly defining relationships between individuals and departments. Job descriptions help set expectations for employers and employees.

Using job descriptions is part of good management - Updating and maintaining accurate descriptions is a job worth doing! [ECB is here to help!](#)