



Dear Clients and Friends:

Well, it's almost here... **The last three day weekend of the Summer!** As this **Labor Day** approaches, we're reminded of the original spirit of the observance - **To pay tribute to the creator of so much of our nation's strength and leadership - The American Worker!** It's been more than 100 years since the first Labor Day Holiday was celebrated on September 5, 1882 in New York City; and though the form of the observance has transformed through the years, the recognition highlights great contributions the American workforce accomplishes for the prosperity of our country. Here at **ECB**, **we feel grateful and want to say THANK YOU for the trust you've placed in us to help manage your employment needs, and letting us play our part!**

As the long summer days start to shorten, kids go back to school, and reminders of fall start popping up all round us, **we have an eye fixed on the future with you in mind.** Our commitment to deliver services needed for your success continues! We hope you find this month's [HR Tips](#) and [Compliance News](#) interesting and helpful to your business; and as always, we'd love your [comments and/or feedback!](#)

All the best to everyone! Have a safe Labor Day weekend.

Sincerely,
Don Rider
President

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August 2016

HRIS TOOLBOX TIP:
[Online Scheduling and Time Off Tracking](#)

Another valuable tool **ECB** offers employees and employers via our **[HR Information System](#)** is the Time & Attendance module.



In this module, **employees can submit PTO, Leave and Vacation requests for supervisor approval.** Pending leave requests will display on the supervisor's **[ECBibbidi Launch Pad](#)** allowing easy access to **manage staff time-off.** Supervisors can also view all employees' schedules on their

OSHA PENALTY AMOUNTS ADJUSTED THIS MONTH!
[Increase Penalties in Effect as of August 1, 2016](#)

In November 2015, Congress enacted legislation requiring federal agencies to adjust their civil penalties to account for inflation. The Department of Labor has announced that they are adjusting penalties for its agencies, including the Occupational Safety and Health Administration (OSHA).

OSHA's maximum penalties, which were last adjusted in 1990, will increase by 78%. Going forward, OSHA will continue to adjust penalties for inflation each year based on the Consumer Price Index.

The new penalties will take effect after August 1, 2016. Citations issued by OSHA after that date are subject to the new penalties if the related violations occurred after November 2, 2015.

Type of Violation	Current Maximum	New Maximum
Serious	\$7,000 per violation	\$12,741 per violation
Failure to Abate	\$7,000 per day	\$12,741 per day
Willful or Repeated	\$70,000 per violation	\$124,709 per violation

dashboard calendar: approved time off, birthdays, holidays and any other event you would like to manually add.

GIVE ME A BREAK!

Coffee, Tea, Smoke or Restroom... What to do when staff are taking too many breaks?

1. Understand the reasons. Are they lazy or is there an underlying issue? It could be that the employee is struggling with a piece of work, has a medical condition or a personal problem that is impacting their concentration. **Communication is key. Provide an opportunity for honest, safe communication when first broaching the subject. Be sincere in your desire to understand and correct the issue.**

2. Make expectations clear. Have you checked their statutory break requirements, their contractual entitlements and any related company policies? Informally reminding staff of their entitlements and your expectations may be all it takes for employees to think twice about taking additional and unnecessary breaks.

3. Use the disciplinary process. If there are no consequences how can you expect the situation to change. Document all corrective communication and results for the employee file and ensure you apply this in a fair and consistent way.

Adjustments to Penalties

It is strongly recommended to avoid citations by following OSHA regulations and guidelines, which are available at www.osha.gov - However, if your business is cited, OSHA will continue to provide penalty reductions based on the size of the employer and other factors.

Recommendation

Employers that manage the risks of their business with an active safety program, including frequent worksite inspections, daily employee safety discussions, regular safety training and strong employee involvement, reduce the risk of employee injuries and OSHA citations.



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