



Dear Clients and Friends:

With Thanksgiving less than a week away and the 4th quarter well underway... **We're geared up for the year's final push into the Holiday Season!** Rest assured that during all the hustle and bustle, your team at ECB is here to help you successfully manage the busy season ahead. So before you check out for a few days to enjoy time with your friends and family; we want to remind you of the **big changes upcoming by year end**. In addition to new benefits, this month we highlight previous topics that may affect your business after all the turkey is gone.

First of all, for clients not currently participating in our Medical Plan, ECB has a **SPECIAL OPEN ENROLLMENT** going on now! With Healthcare premiums increasing in 2017, don't miss this opportunity to sign on now for coverage effective January 1st! Other important deadlines to pay attention to are the **NEW OVERTIME REGULATIONS** effective December 1st, the updated **OSHA RECORDS KEEPING RULES** in January; and for our **Florida clients, the minimum wage increases January 1st as well. [Are you compliant?](#)**

During this season of thanks, we want you all how much we appreciate your business. Hopefully you can make time to enjoy the Holiday with your loved ones - We're here and ready for the rush afterwards! As always, it is our mission to help **guide you and your business through another successful year. Please call or email us for more information or help.**

Happy Thanksgiving!

Sincerely,  
Don Rider

**IN THIS ISSUE:**

**[SPECIAL OPEN ENROLLMENT NOW!](#)**

**[HR TOOLBOX TIP: Document and Case Management](#)**

**[UPCOMING DEADLINES & EMPLOYMENT COMPLIANCE](#)**

**[OSHA RECORD KEEPING UPDATE](#)**

**[WHAT TO DO IN CASE OF WORKPLACE INJURY](#)**

**November 2016**

<p><b><u><a href="#">More News &amp; Articles - ECB/Bibbidi HRIS Login - Contact ECB HR</a></u></b></p>	<p><b>DEADLINES &amp; COMPLIANCE:</b> <b>End of Year Employment &amp; Benefits News</b></p> <p>ECB'S <b>Special Open Enrollment</b> period, for clients not currently participating in our Medical Plan, runs Nov. 14 - Dec. 23. <b>To sign on for Healthcare Coverage Effective Jan. 1 2017, please call Julie at (850) 475-1555 ext. 14</b></p> <p><b>Dec. 1, 2016</b> is the deadline for All Employers to comply with the changes made to the <b>Overtime Regulations of the Fair Labor Standards Act (FLSA)</b> - Are you compliant? It is important to remember - <b>job titles DO NOT determine exempt status</b>. For an exemption to apply, an employee's specific job duties and salary must meet all of the applicable requirements</p>
<p><b>HRIS TOOLBOX TIP:</b> <b>Employee Document and Case Management</b></p> <p><b>If it's not documented, it's not done.</b> Streamline your data with <b>ECB's document management</b></p>	

tools.



Easy to use and effective, this module is integrated into the ECB HRIS system, providing you with a **simple, paperless and compliant file trail for your workplace.**

Automatic notification rules and access levels are preset to logically store and make visible to department and individuals authorized to view and/or edit. Employee documentation, disciplinary notices, onboarding paperwork and I-9 forms are stored in personal files only viewable by administrators. **The document module can be accessed via the [HRIS Launchpad](#).**

**Bibbidi**  
Human Resources



provided in the Department's regulations. **We're here to help!**

**Beginning Jan. 1, 2017, Florida's minimum wage will be \$8.10 per hour - a 0.6 percent (or \$0.05) increase from the previous year.** Employers of tipped employees who meet eligibility requirements for the tip credit under the Fair Labor Standards Act (FLSA) may count tips actually received as wages under the FLSA, but employers must also pay these tipped employees a direct wage. **Effective Jan. 1, 2017, the new minimum wage for tipped employees will become \$5.08 per hour plus tips.**

### **RISK MANAGEMENT: OSHA Record Keeping Update!** **Final Rule to 'Nudge' Employers to Prevent Workplace Injuries**

To further encourage employers to prevent injuries and therefore reduce workers' compensation costs, a **new OSHA record keeping rule will go into effect on January 1, 2017** with phased in injury data submissions beginning in 2017.

#### **Below are highlights of this new important rule:**

- \*High-hazard industries will now be required to electronically send injury and illness record data for public posting. Restaurant requirements to disclose sanitary conditions have similarly driven food safety improvement.
- \*OSHA sees high injury rates as a sign of poor management and employers will not want to be seen publicly as operating a dangerous workplace.
- \*Access to injury data will help OSHA target compliance assistance and enforcement at businesses where employees are at the greatest risk.
- \*The availability of this data will help employees select workplaces with low risk of injury.
- \*Access to injury data will enable benchmarking safety and health performance against industry leaders to improve safety programs.
- \*The rule also promotes an employee's right to report injuries without fear of retaliation. The rule addresses certain programs used to promote safety that may actually discourage injury reporting.
- \*All personally identifiable information associated with the data will be removed.
- \*This rule requires all establishments with 250 or more employees in industries covered by the record keeping regulation to electronically submit injury and illness information from OSHA Forms 300, 300A, and 301. Establishments with 20-249 employees in certain industries must electronically submit information from OSHA Form 300A only.

For more information on this new rule, please review the **OSHA Fact Sheet [HERE](#):**

#### **IMPORTANT REMINDER!**

**In the event of a workplace accident, it's important to contact ECB immediately!** In order to stay in compliance and make sure employees are cared for, the **FIRST STEP** is to follow proper procedure. If you are unsure about your preparedness in case of a workplace injury, or need a review of the **latest procedures and required documentation; contact John Hadder, your Risk Management resource here at ECB.**