

Barrett Business Services Inc.

BBSI Southern Oregon Interchange Q2, Newsletter 2017

AREA MANAGER CORNER

The Intersection of Vision and Strategy

Hello Business Partners !

Thanks to all who attended our first Annual Business Partner Symposium on February 21st @ RVCC - Scott Shumway's talk on The Theory of Constraints was a huge hit ! Our Survey Monkey feedback indicates that our participants would also like more BBSI Owner networking time - something that we'll definitely work into next year's event.

There are several upcoming Q2 events that are noteworthy for our BBSI business partners:

* The Southern Oregon Career Networking Expo (SOCNE): Saturday morning, May 13th - this event will provide your business with an excellent opportunity to network with our local talent market to potentially fulfill your staffing needs, now and in the future (think "bench strength"). Sponsored by the Rogue Valley Chapter of the Society for Human Resource Management (RV-SHRM), for only a \$25 participation fee, this event would be an extremely cost-effective way for your business to be represented within the Southern Oregon job market. However, booth space is limited to only 80 businesses - so HURRY ! Sign up at <http://shrmroguevalley.shrm.org>.

* RV-SHRM Annual Legal Seminar: Wednesday, May 17th - this event will feature the well-known law firm of Barran Liebman. This full-day event will include presentations on key employment law topics including "Recognizing Impairment in the Workplace" (Reasonable Suspicion training), "The Post-Election Picture for Employers", and "Getting Your Workplace in Shape with a Strong Foundation of Proactive Strategies". Further information and sign up can be found @ <http://shrmroguevalley.shrm.org>.

* BBSI Employment Law Seminar: Tuesday, April 25th - sponsored by BBSI for the Medford-Jackson County Chamber of Commerce, this "don't miss" two-hour seminar will focus on ERISA Compliance with the upcoming Oregon Retirement Savings Plan mandate starting on July 1st for businesses with five or more employees. Further information and registration is through the Medford Chamber website <http://www.medfordchamber.com/>.

(Look for printable flyer information on the above events within this newsletter edition.)

Your BBSI Southern Oregon Area team is hard at work to provide your business with outstanding partnership expertise, and we've added two new team members to do so !! Read in this edition more about HR Manager Kathryn Reinhardt and Risk Manager Steve Dobbs - two outstanding, community-recognized experts in their respective fields. They'll be visiting your businesses very soon to introduce themselves.

Thank you for our continued partnership - Salute !

HUMAN RESOURCE CORNER

The Intersection of Human Capital and Professional Development

HB 2193 – Predictive Scheduling

The Predictive Scheduling bill, which is similar to an ordinance passed last year by the City of Seattle. While this bill currently has a lot of detail and will undoubtedly be revised, the main components are as follows:

For all employers:

It brings back the concept of show-up pay (which currently applies only to minors in Oregon). Essentially, if an employer sends an employee home in the middle of a shift or cancels or shortens a shift with less than a 24-hour notice, the employer will be obligated to pay the employee for the lesser of either (a) the length of time the employee was scheduled to work but did not or (b) four hours.

For small employers (which could include numerous employers – large and small – that do not meet the specific definition of large employer):

It states that employees have a right to provide input on their schedule. It sets out some provisions for employers to request verification of an employee's need for scheduling considerations, but does not seem to require employers to honor an employee's preferences. It also does not clearly state when an employer may deny those requests. Without any specific obligation placed on an employer to grant an employee's request, this part of the bill is essentially just giving employees a protected right to voice their opinions and preferences about their schedules.

For large employers:

Large employers are defined as employers in the retail, hospitality, or food service industries that have 100 or more employees nationwide and 25 or more employees in Oregon. Food service employers must also have more than 40 locations nationwide to be covered. Chains and franchises are considered in the aggregate for this law, even if under individual private ownership.

The law requires employers to engage in an interactive process with employees regarding scheduling requests and to grant scheduling requests unless the employer has a bona fide business reason for denying the request. Employers must provide new employees with a good-faith estimate of the amount of hours and on-call shifts they can be expected to work in the year, and they must provide an update to this estimate whenever there is a significant change to the estimate and on an annual basis.

The employer must give employees a two-week notice of work schedules and are assessed a penalty wage for changing a shift within the two-week time period. Employers must provide employees with at least 10 hours between shifts or pay for time within the 10-hour window at 1.5x the employee's regular rate of pay. Finally, employers are required to offer additional hours to existing employees prior to making external hires.

HUMAN RESOURCE CORNER

The Intersection of Human Capital and Professional Development

HOT COMPLIANCE QUESTION

Question: My employee wants to buy a tool through the company. He plans on using the tool at work. We don't require employees to purchase the tool, but they often want to because it makes their job easier. The employee wants me to just deduct the cost of the tool from his next paycheck. Can I do that?

Answer: Because the employee is using the tool at work, rather than for his own benefit, you cannot make a payroll deduction for the tool.

Voluntary payroll deductions must be for something that is for the employee's benefit. If the employee was purchasing the tool only for use at home, then you could make the deduction with a signed authorization from the employee. You might be wondering what to do if the employee is purchasing the tool for use at work and home. While this isn't entirely clear under the law, it is a safer practice to read the rule this way and do payroll deduction only for things that are *solely* for the employee's benefit.

A related question I often get is whether you can require employees to purchase tools, uniforms, or other equipment - without a payroll deduction. The answer to this is that you can, but the cost of what they are purchasing for work cannot have the effect of bringing the employee's wage below the minimum wage in the pay period when the item is purchased. For instance, if you require an employee to purchase a \$40 tool in a pay period when the employee works 80 hours, it would effectively reduce the employee's wage by \$.50 per hour. If the employee makes less than \$9.80 per hour, the employee's wage would be effectively reduced below Oregon's minimum wage of \$9.75/\$9.50 per hour

Minimum Wage Bills

The Oregon Legislature is also considering three proposed bills that could impact Oregon's newly minted minimum wage law. The following summarizes those three proposals:

SB 407: This bill would limit Oregon's tiered minimum wage rate to employers with 50 or more employees. For employers with less than 50 employees it would freeze the minimum wage at the July 1, 2016 rate (\$9.50 in rural counties; \$9.75 in all other Oregon counties and within the Portland Urban Growth Boundary) and adjust annually for inflation.

HB 2375: This bill would create an income tax credit for employers paying greater than the minimum wage rate.

HB 2378: This bill would allow employers to pay 85% of the minimum wage rate for employees under the age of 21 during the first 90 days of employment.

Summary

Again, these are just a few of the most interesting bills that we have seen so far. As is typical in every session, we may see more employment bills, may see some of these bills die, and we will undoubtedly see some major changes before anything is actually signed in to law.

As always, we will keep you updated on any major developments throughout the 2017 session.

PAYROLL CORNER

The Intersection of Precise Timing and Accuracy

2016 W-2 Customer Copies

Hopefully by now your employees have all received copies of their 2016 W-2's, either online or by mail. As a customer, you may obtain a master file copy of all of your employees' W-2's by requesting access to ShareFile, a secure document sharing system that maintains strict confidentiality between you and BBSI for sensitive information, as W-2's display full employee Social Security numbers. Please reach out to your payroll manager representative for access.

Payroll Staff Update

By now, most of you have probably become acquainted with Scott Kasiah (especially with senior payroll manager David Mathieu having sneaked off to an extended vacation recently), in one form of communication or another. We are very happy to announce that Scott has now completed one year of service with BBSI in the Medford/Grants Pass area! Scott has had to absorb a lot of information and learn new payroll and timekeeping systems in the past year, and we're very lucky to have him. We are also hoping to add a third person to assist Scott and David as a full-service payroll manager by the summer of 2017 in order to better serve our growing customer base. Watch this space for further developments!

As always, please feel free to contact your payroll manager with any questions or concerns. Best wishes for a happy, safe, and prosperous start to spring!

David Mathieu 541-772-5469 david.mathieu@bbsihq.com

Scott Kasiah 541-471-7828 scott.kasiah@bbsihq.com

RISK & SAFETY CORNER

The Intersection of Prevention and Education

The Preferred Worker Program Can Mean Big Savings for You!

The Preferred Worker Program helps qualified Oregon workers who have permanent disabilities from on-the-job injuries and who are not able to return to their regular employment because of those injuries. Preferred workers can offer Oregon employers a chance to save money by hiring them.

WHO IS ELIGIBLE?

Workers must have an on-the-job injury that keeps them from going back to their regular work and leaves them with permanent restrictions.

WHAT KIND OF HELP IS AVAILABLE?

Premium exemption: Premium exemption saves an employer the costs of workers' compensation insurance premiums and premium assessments on a preferred worker for three years. To use this benefit, you must notify BBSI within 90 days of hiring the preferred worker. BBSI will then notify the Workers Compensation Department.

Claim cost reimbursement: WCD repays BBSI for costs of a new workers' compensation claim if a preferred worker files one during the three-year premium exemption period.

Wage subsidy: WCD repays the employer 50 percent of the preferred worker's wages for 183 days.

Employment purchases: Required to help a worker find, accept, or keep a job in Oregon. Purchases may include:

- Tuition, books, and fees for classes to update existing skills or meet job requirements (**\$1,000 per use, up to \$2,000**)
- Temporary lodging, meals, and mileage for overnight travel if required to attend classes (**up to \$1,000**)
- Tools and equipment required for the job (**\$2,500 per use, up to \$5,000**)
- Clothing required for the job and not provided by the employer (**\$500 per use, up to \$1,000**)
- Transportation-related purchases that enable the worker to commute excluding vehicles up to \$1,000 within the first 90 days of employment
- Moving expenses for a job in Oregon if the new job is 50 miles or more from the worker's home
- Occupational certification, licenses, and related testing costs (**\$500 per use, up to \$1,000**)
- Worksite creation costs when an employer creates a new job (**\$5,000 per use, up to \$10,000**)
- Placement assistance to help a preferred worker find a job (**up to \$1,000**)
- Miscellaneous other purchases (**up to \$2,500**)

Worksite modification: WCD repays costs of items needed to overcome injury-caused permanent limitations so the worker can do a job (**\$35,000 per use, up to \$50,000**).

For questions about the program, Please call Dan Sweeney or Steve Dobbs, Risk Managers for BBSI, at 503-772-5469.

RECRUITMENT AND STAFFING CORNER

The Intersection of Quality and Efficiency

RECRUITMENT

- Visit business partner
- Meet with owners to develop a Staffing Plan.
- Review job descriptions
- Develop job postings/ads
- Review candidate resumes
- Perform pre-screen interviews
- Refer quality appropriate candidates
- Perform drug screens
- Perform criminal background checks

DRUG SCREEN AND CRIMINAL BACKGROUND CHECKS

- Perform 5 panel drug screens at BBSI, instant results and feedback
- Conduct criminal background check, motor vehicle record (MVR), and National sex offender search, if necessary
- BBSI staff will contact business partner with results

JOB POSTINGS

- Develop attractive, targeted, and complete job ads
- Review with business owners for final approval
- Conduct local, regional, state, and/or national searches
- Utilize an array of job posting platforms
 - Craigslist, Indeed, Monster, etc.
 - Social Media – Facebook, LinkedIn, etc.
 - WorkSource Oregon, iMatch
 - Other BBSI branches
 - Targeted networking within specific industries and occupations

NEW HIRE

Conduct On-Boarding Process

- W-4
- I-9
- EEO / Affirmative Action / Veteran's Disclosure
- SSN Verification
- Essential Functions Analysis
- Criminal background authorization, acknowledgement and disclosure
- Drug screen consent
- Summary of Rights Fair Credit Reporting Act
- Direct Deposit Form
- Safety Handbook

PRE SCREEN INTERVIEWS

- Review resumes
- Schedule and conduct pre-screen interviews
- Conduct panel interviews with business partners, if necessary
- Refer quality appropriate candidates to business partner
- Business partner makes final decision

If you ever have questions or need help filling a position, please don't hesitate to contact the Staffing POD.

Medford—541-772-5469

Grants Pass—541-471-7828

YOUR BBSI TEAM

WELCOME TO OUR NEWEST TEAMMATES

Kathryn Reinhardt—Area HR Consultant

Kathryn has over twenty years' experience working in small to large private and non-profit organizations in a variety of industries. Her expertise is in organizational leadership and design, performance management, team building, change management, process improvement, employee relations and engagement, compliance, investigations, training and development, compensation and staffing management.

Her areas of specialty include employee relations; training and development, new hire orientation, compliance, leave of absence, safety, OSHA compliance, Worker's Compensation, Early Return to Work, Preferred Worker Program, recruiting, performance management counseling, supervisor and manager coaching and development as well as training in various HR topics.

Steve Dobbs—Area Risk/Safety Manager

Steve has a diverse background as a safety, health and risk professional. He became interested in safety after years of "living" safety while working in dangerous environments as a Millwright and EMT. He started his safety career as a Safety Officer for a large county department that handled all new construction projects and facility maintenance of 5,200 facilities countywide. During this time, Steve was responsible for regulatory compliance and administering all OSHA-required safety and health programs such as confined space, lock-out/tag-out, fall protection, hazardous chemicals management/Haz-Mat response and PPE for over 5,000 employees working in the building trades, IT installation/support and warehousing.

Steve also has 15 years of experience in healthcare safety, security, haz/mat response, facilities management, and administration. He is experienced in a diverse spectrum of clinical environments (hospitals, skilled nursing facilities, outpatient clinics, ambulatory surgical centers, rehabilitation centers, and medical office buildings).

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SPECIAL EVENT

SOUTHERN OREGON CAREER NETWORKING EXPO

As BBSI customers and associates, I'd like to make you aware of the Southern Oregon Career Networking Expo (SOCNE) that is being held on Saturday, May 13th, from 9am to 1pm. Please review the attached flyer on the next page, and consider registering your business to participate. Why ??

- 1) This event is estimated to generate walk-through by over 500 job and career seekers, and will produce outstanding candidates for your current and/or future staffing needs (think "bench strength").
- 2) Pre-event marketing includes ample radio and TV exposure that mention Veterans, Current Employed (looking for alternative career opportunities), Unemployed/Under-Employed, and Students who will be seeking first-time employment opportunities. There will also be media coverage the day of the event.
- 3) This is the first time in several years that a hiring event of this magnitude has been held in Southern Oregon - your business exposure alone to the talent market and/or other participating businesses should be a key driver as to why you might consider registering - you would be afforded ample face time with hundreds of job seekers and other business leaders to make valuable connections for your business.
- 4) Reserving a business space starts at just \$25 - a REAL value for this kind of event - however, business spaces are limited to the first 80 that register.

So, hurry and sign up before all of the spaces are gone !! Registration can be found via this web link: <http://shrmroquevalley.shrm.org/> - drop down to the "Click Here" button at the bottom of the SOCNE flyer.

Thank you for your consideration - BBSI has already registered - I hope to see you all there !!



Southern Oregon Career Networking Expo



What Is the Southern Oregon Career Networking Expo?

Southern Oregon Career Networking Expo is an event connecting local businesses and the talent market in a one-on-one networking environment; supporting career opportunity, exploration, information exchange and business-to-business relations.

FREE Admission!
Welcoming businesses and the talent market community throughout Southern Oregon!

Jackson County Expo
Olsrud Pavillon
Saturday, May 13, 2017
9:00am to 1:00pm

Sign up at:

shrmroguvalley.shrm.org

Brought to you by:



ROGUE VALLEY
SHRM



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Thank you to our co-sponsors:





COMPANY PROFILE

BBSI is a leading provider of business management solutions, combining the knowledge base typically associated with the management consulting industry with best practices and tools of the human resources outsourcing model. By aligning our efforts with the mission of business owners, we bring the resources of a large company to small companies. Locally based BBSI business teams partner with each client, taking a systemic view of each client's business. Through discipline and a proactive approach, we help organizations to be more effective through a focus on best practices, process improvement and organizational development.

2017 FACT SHEET

Official Name:	Barrett Business Services, Inc.
Preferred Brand Name:	BBSI
Year Founded:	1951
Type of Business:	Publicly traded, NASDAQ Stock Market under symbol "BBSI"
Corporate Headquarters:	Vancouver, WA
2016 Gross Revenues:	\$4.6 billion (\$4,692,887,000)
Client Retention Rate:	+ 90%

BRANCH INFORMATION

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