

Barrett Business Services Inc.

BBSI Southern Oregon Interchange Q2, Newsletter 2018

AREA MANAGER CORNER

The Intersection of Vision and Strategy

MARK YOUR CALENDARS - YOU'RE INVITED !!

BBSI-Medford Open House - Thursday, April 12th !

Come celebrate with us as we unveil our new Medford office and training facility ! We'll close for business that day to host a Medford Chamber Greeters breakfast at 7:45am (followed by a ribbon-cutting ceremony at 10am), a Referral Partner lunch at 11:30am, and a partner/community reception with plentiful hors d'oeuvres (and music by guitarist Rod Petrone) from 5:30-7:30pm. Anchored by our modern Training Facility, you'll also experience our new BBSI decor: our glass-walled conference rooms, our open-floor business unit workspaces, and our relaxing (yet professional) color harmonization. Look for your invitation/registration. E-mail, or give us a call at 541-772-5469 to confirm your attendance - we're looking forward to welcoming you !!

Have you seen our Grants Pass Office lately ? In concert with our new Medford facility opening, we've updated our Grants Pass office with new furniture, a reorganized workspace, a fresh coat of paint, and a small conference room area. Watch for upcoming details our hosting a Grants Pass/Josephine County Chamber Greeters meeting.

Meet our newest Team Member ! We're proud to announce the addition of Kristin Kreutzer to our Staffing Team ! Kristin will manage the re-levering of our Staffing Business Unit in the coming months to better serve our Southern Oregon staffing needs. Drop by our Medford office and say HELLO.

What does "Deep Dive" mean to you ? Contrary to whatever you may be thinking, it's actually BBSI's name for our upcoming program launch. "Deep Dive" will provide our business owner partners with a multifaceted business analysis that leads to your growth strategy development and action plan - all while counting on your BBSI Business Unit Team to be your "accountability partner" through your business journey. Watch for announcements during Q2 on how you can schedule yourself for a Deep Dive with your Business Unit Team - I'm certain that it will result in a totally enlightening experience.

We THANK YOU for your continued partnership, and look forward to serving your future needs !

Salute !

Joe Rossi
Southern Oregon Area Manager

HUMAN RESOURCE CORNER

The Intersection of Human Capital and Professional Development

In A Tight Labor Market, More Employers Are Rethinking Recruiting 'Red Flags'!

By Riia O'Donnell

In the tight labor market, employers are increasingly rethinking their requirements to meet staffing demands. Some are re-evaluating whether four-year degrees are really necessary for certain jobs; others are hiring workers without experience and training them themselves. But in a tight labor market, some things that used to disqualify applicants may need to be reconsidered.

It's a job seeker's market, and employers may have issues finding the right talent. If they find a candidate with the skills necessary to do well in the position, they may overlook things that they normally do not.

And "red flags" — things that used to send resumes right to the circular file — are getting a second look. Employers are asking themselves whether some things just aren't worth disqualifying an otherwise qualified candidate over. But which ones can go?

Employment Gaps and Marijuana Use

Employment gaps and marijuana use are becoming more acceptable to employers, but any kind of record of sexual misconduct — [are] certainly not. In the era of #MeToo, employers are being extra conscientious of creating a safe environment in the workplace. With regard to job hopping and breaks in service, there's a lot more acceptance and tolerance.

Criminal History ("Ban-the-Box" law)

Across the country, new bans prohibit employers from asking about things like criminal history. Without this information, more resumes should be making it to the interview stage, skirting what were once red flags. And to combat the talent gap, many employers are dropping these questions voluntarily.

Red Flags That Remain Red (Maybe)

For all the red flags that employers are choosing to downgrade, some actions are still deal breakers. Sloppy resumes, rambling cover letters or badmouthing a former employer during an interview still tend to send recruiters and hiring managers running.

Dawn Hirsch, chief human resources officer at HireRight said "Ultimately it is up the employer to determine their threshold, and they should make sure they have a clear policy, so their practices are consistent no matter whom the candidate is." She suggested even warning candidates upfront that falsifications will result in disqualification from the process.

But in a tight labor market, some things that used to disqualify applicants may need to be reconsidered.

HUMAN RESOURCE CORNER

The Intersection of Human Capital and Professional Development

Oregon Equal Pay Law

Effective January 1, 2019, the Oregon Equal Pay law makes it an unlawful employment practice under ORS chapter 659A (Unlawful Discrimination laws) for an employer to:

- Discriminate between employees on the basis of an employee's status as a member of a protected class[1] in the payment of wages or other compensation[2] for work of comparable character;
- Pay higher wages or other compensation to any employee for work of comparable character;
- Screen job applicants based on current or past compensation;
- Determine position compensation based on current or past compensation of a prospective employee (not including a current employee of the employer during a transfer, move or hire of the employee to a new position with the same employer);
- Seek the pay history of an applicant or employee from the individual or anyone else before the employer makes an employment offer including compensation. ORS 652.220(1); ORS 659A [3]. (BOLI will begin enforcement on January 1, 2019.)

Different Compensation Levels

The Equal Pay Law sets out specific factors that can support a valid basis for compensation differences between employees who are similarly employed. A compensation differential will not be considered discriminatory if it is "based in good faith on bona fide job-related factors" that: (1) are consistent with business necessity, (2) are not based on or derived from a gender-based differential, and (3) account for the entire differential. Bona fide factors include:

- education, training, or experience;
- a seniority system;
- a merit system;
- a system that measures earnings by quantity or quality of production;
- travel;
- a regional difference in compensation levels; or
- any combination of these factors ORS 652.220(2).

However, an employee's previous wage history will not be a valid defense under the new law, so you will not be able to justify current pay gaps based on an analysis of past compensation levels.

2018 EMPLOYMENT LAW SERIES

APRIL 24, 2018
8:00 AM
ONE WEST MAIN STREET, 4TH FLOOR

RE-EVALUATING HARRASSMENT IN THE WORKPLACE

Presented by Sean P. Ray, Attorney
Barran Liebman LLP

With the rise of the #MeToo movement in late 2017 to protest sexual harassment on social media and an increasing frequency of harassment issues surfacing in mainstream media, it is more important than ever for employers to re-evaluate harassment training in the workplace. While traditional training focuses on simply defining harassment and training employees to refrain from harassment, effective training also focuses on the role of individual employees in preventing inappropriate behavior in the workplace, and in understanding the impact harassment has on corporate culture.

Educating your team about your company's code of ethics and standards and how to recognize any form of harassment in the workplace shows your commitment to eradicating this type of behavior in your workplace. Join us to learn how employers can tackle and prevent harassment issues in today's society.



Brought to you by BBSI & The Chamber of
Medford/Jackson County to keep our
business community up to date



2018 EMPLOYMENT LAW SERIES

ONE WEST MAIN STREET, 4TH FLOOR
DOWNTOWN MEDFORD

FREE 3 HOUR PARKING AVAILABLE

City of Medford
Evergreen Garage
Lower Level
E. Main Street
Medford, OR 97501



Brought to you by BBSI & The Chamber of
Medford/Jackson County to keep our
business community up to date



Presented by Sean P. Ray, Attorney
Barran Liebman LLP

April 24, 2018
8:00 AM

Cost: \$15 MEMBERS, \$30 NON-MEMBER
BREAKFAST WILL BE SERVED

QUESTIONS? CALL 541-779-4847
EMAIL: RENATTA@MEDFORDCHAMBER.COM

REGISTER ONLINE AT MEDFORDCHAMBER.COM

PAYROLL CORNER

The Intersection of Precise Timing and Accuracy

New Oregon Statewide transit tax – July 1, 2018

The 2017 Oregon Legislature recently passed legislation to include a new statewide transit withholding tax, equal to 0.1% of taxable wages (10 cents per \$100 gross), from employee wages earned in the State of Oregon. Exceptions may be made to certain employees in the transportation industry with regular duties in multiple states. (For a full list of definitions applicable to wages earned in Oregon, see https://www.oregonlegislature.gov/bills_laws/ors/ors316.html for details).

This is not an employer-paid cost, only employee-funded. As always, BBSI will withhold this tax from employee wages on your behalf – as this is an employee-funded tax, there is no additional cost to business owners for this service.

Also very important for small business owners: *self-employment income is NOT subject to the tax – however, any W-2 wages paid to corporate officers IS subject.* For additional information on the transit tax law itself, please see <http://www.oregon.gov/DOR/programs/businesses/Pages/statewide-transit-tax.aspx>.

(New!) BBSI Reporting Queue

As we continue to work with our I.T. department to provide improvements to our payroll reporting capabilities, David Mathieu, Senior Payroll Manager, will be part of a BBSI corporate workforce that is tasked with providing more customizable reports that are tailored to your specific needs as customers. We plan to cover a wide range of topics, from real-time snapshots to historical summaries to accounting modules. More information to follow!

Self-Service Training

Also, coming in May, we will be sending invitations to our HRPyramid users for Self-Service classes, to be held in our new training room! We hope that these free sessions will give you easy access to quick, accurate, technical solutions to many of your requests for day-to-day adjustments. (There will be a prize drawing for participants!)

We are grateful to work with all of you as business partners! Thank you for all that you do and are.

RISK & SAFETY CORNER

The Intersection of Prevention and Education

April is National Distracted Driving Awareness month #DriveHealthy

Startling statistics* (distracted driving): On average, in Oregon...

- Car crashes are the number one cause of workplace death with distractions as a leading contributor.
- A distracted driver causes a crash every 2.5 hours—almost 10 crashes each day.
- Distracted driving causes one in every 12 serious injury crashes in Oregon.

Startling statistics* (work zones): On average, in Oregon...

- A work zone crash occurs every 17 hours.
- An inattentive (distracted!) driver is the most common cause of work zone crashes.
- Four out of five work zone fatalities are drivers and their passengers.
- Fines double 24/7. Workers or not.

Help us mark the month of April

- Think about your one and only job when you're behind the wheel: **driving**. #DriveHealthy: Hands on the wheel, mind on the road. Put your phone in the glove compartment or hand it to a passenger.
- When you're a passenger, don't let your driver drive distracted. Ask for their phone—you can answer, instead. Or put it in the glove compartment!
- Pay attention all the time you're driving, but especially when you see orange signs, barrels, cones and barricades. Stay alert in work zones. Fines double 24 hours a day, 7 days a week.

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

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

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

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

NEW HIRE

Paperless Onboarding is here—We will send email to 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

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

Medford—541-772-5469

Grants Pass—541-471-7828

BBSI TEAM CORNER

WELCOME KRISTIN KREUTZER—NEWEST TEAM MEMBER OF BBSI

Kristin Kreutzer joined the team at Medford BBSI in February as the Manager of Staffing. Born and raised in Minnesota, she moved to the west coast in 1982. Kris has one married daughter, Jesse, in California. Music is her passion, playing in worship teams, bands, and, in 2013, recording an original score for full orchestra. Kris holds an MBA and recently earned her EdD. A previous business owner and reserve police officer in Southern Oregon, Kris comes to the organization with extensive experience in the public and private sectors, honored to serve the Rogue Valley in her new role with BBSI.

YOUR BBSI TEAM

Joe Rossi
Area Manager
Joe.Rossi@bbsihq.com

Suz Montemayor
Area HR Manager
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Kathryn Reinhardt
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Rob Hegeman
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Customer Highlight Corner

Oregon Truck & Auto Authority

LINE-X of Southern Oregon has been in the Rogue Valley since August 2004. Originally, we specialized in black LINE-X Spray-On Bed liners and our goal was to provide our customer with the very best product and customer service. Over time LINE-X has grown to become the world leader in spray-on bed liners and protective coatings. Eventually we began to apply our protective coatings to projects other than just pickup truck beds. This allowed us to become "The Rogue Valley's One Stop Protection Shop!"

In October 2007, we moved into our current facility at 4840 Airway Drive in Central Point. With more than double the space, it allowed us much needed room for growth. As we settled into our new location, we expanded our offerings to include vehicle undercoating and aftermarket Car, Truck and SUV accessories.

In an ongoing effort to support what our customers were asking for, we added window tinting to our product line up. The addition of these services in 2013 has given us the ability to protect and enhance your Car, Truck or SUV inside and out.

PARTNERSHIP WITH BBSI = VALUE

In the spring of 2016 we were fortunate enough to partner with Joe Rossi and his exceptional team at BBSI. The knowledge and resources that BBSI brought to the table has been priceless. So much so, that it gave us the confidence to update our brand to better encompass our evolution now and in to the future.



Owners—Mark Chatelain and Justin Duncan

**We look forward to earning your
business and working with you!**

4840 Airway Drive
Central Point, Or
97502

541-734-2600

We feel that moving forward as "Oregon Truck & Auto Authority" driven by LINE-X is the best way for us to do what we do... Continue to offer our customers the highest quality products, with unsurpassed service at a great value, each, and every day. Two years later our new branding is complete and our partnership with BBSI continues to grow and thrive. Our partnership with BBSI has allowed us to experience exponential growth.



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
2017 Gross Revenues:	Approx. \$6 billion
Client Retention Rate:	+ 90%
Total Number of Branch Locations:	70
In Oregon	11

BRANCH INFORMATION

BBSI—Medford Office
 2045 Cardinal Ave. Suite 100
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