

Barrett Business Services Inc.

BBSI Southern Oregon Interchange

YOUR TEAM

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AREA MANAGER CORNER

The Intersection of Vision and Strategy

Welcome to our inaugural edition of "The BBSI Southern Oregon Interchange" – a quarterly newsletter dedicated to providing our business partners with information and tips that will help your business succeed !

Your Team

Your BBSI team is focused on your business success – whether providing you with perfect payroll, outstanding risk/safety management, HR consultation, or supplying you with the BEST applicants for your open positions, rely on our team expertise to assist with your business needs. In the near future, you'll hear about further additions to our Southern Oregon BBSI area team, as we're currently searching for an additional Risk Consultant, a Human Resource Consultant, and a Business Partner to head up a 2nd Business Unit ! And, along with our team growth, we're running out of space ! Look for further information in our next newsletter regarding our plans to relocate to a bigger office !

Upcoming Events

BBSI Southern Oregon hosts or sponsors many events that help your business with strategic planning. For example, we're planning a Fall "BBSI Business Connect" event that will bring together our business partner owners with a host of business service providers to make available information on how to enhance your business operations. Service providers will include Employee Benefits Brokers, Succession Planning experts, Accountants, Tax Professionals, and Training companies. Look for further information on location, day, and time in (y)our next newsletter edition of The BBSI Southern Oregon Interchange.

New BBSI Business Partners

Greetings to our newest Q2/Q3 BBSI business partners: Becklin Properties, Quantum Innovations, Southern Oregon Linen Service, and Charlie Hansen Trucking !!

Welcome to (y)our family !!

Salute !

HUMAN RESOURCE CORNER

The Intersection of Human Capital and Professional Development

Don't be caught off-guard when the recent Fair Labor Standards Act (FLSA) rule changes go into effect on December 1st, 2016!

Notable changes to the rules are:

- The minimum salary threshold to be classified as salaried, exempt from overtime is raised from \$455 per week (\$23,660 annualized) to \$913 per week (\$47,476 annualized)
- The salary level for highly compensated employees is raised from \$100,000 to \$134,044
- Salary and compensation levels will be automatically updated every three years, with the first update to take place in 2020

These new salary and compensation levels, along with the duties tests, will present a challenge to many employers and require strategic decisions regarding potential pay increases, managing overtime costs, and possible wage compression within your organization.

Call Us - We are here to help!

BBSI is here to help advise you on these complex issues and keep your organization compliant and moving forward! Let's partner up soon to review the rule changes and how they may affect the classification and compensation of your exempt employees.

HR Consultation

- Employee Handbook & Policy Manual
- Job Description
- Position Review
 - Core Competencies
 - Essential Functions
- Performance Management
- Employee Training
- Wage Analysis
- Hiring and Firing
- Compliance review
- HR Audit Checklist

Contact Suz Montemayor in the Medford Branch at 541-772-5469

PAYROLL CORNER

The Intersection of Precise Timing and Accuracy

Oregon Minimum Wage

As you are probably aware, Oregon minimum wage has increased to \$9.75/hour in Jackson and Josephine County, and \$9.50/hour in Klamath County, effective July 1, 2016. This applies only to hours worked on or after July 1, and is not required for employee payments issued in July for hours worked on or prior to June 30th. Weekly or bi-weekly payrolls issued in July may reflect more than one pay rate for an employee should he or she receive an increase to the new minimum wage level on July 1 instead of at the beginning of the applicable pay period. Minimum wage is scheduled to increase by \$0.50/hour annually on July 1 through 7/1/19, and by \$0.75/hour annually on July 1 through 7/1/22. Please make note of these figures when figuring your business costs over the upcoming years.

Meet Scott

In the BBSI payroll world, many of you may have already been introduced to Scott Kasiah, who joined us as our second full-time payroll manager on February 1st of this year. Scott came to us with over 20 years of payroll administration in the Rogue Valley, as well as professional HR certifications. He has assumed primary responsibility for many of our customers in the Grants Pass and Klamath Falls area, as well as several in Jackson County, and is also the backup processor for David Mathieu in times of absence.

Thank you from BBSI

We appreciate all that you do to keep your payrolls consistent, timely, and accurate. Best wishes for a cool, safe, and enjoyable summer!

Contact David Mathieu, Medford Branch at 541-772-5469 OR Scott Kasiah, Grants Pass Branch 541-471-4728.

RISK & SAFETY CORNER

The Intersection of Prevention and Education

OSHA Compliance

Oregon OSHA has revised the Hazard Communication Standard to align with what is known as the Globally Harmonized System of Chemical Labeling (GHS). This new standard affects manufacturers, employers and employees. If you have any hazardous chemicals on your site you are required to have the following in place:

- Written Hazard Communication Plan
- A list of your hazardous chemicals
- Safety Data Sheets (SDS's) for all hazardous chemicals (they used to be called MSDS's) updated to the new 16 section format
- All employees trained on the new GHS standard
- All employees trained on how to read the new labels and how to read the new 16 Section Safety Data Sheets.

The final compliance date for these items is June 1, 2016. If you are not yet in compliance, and need assistance please contact Dan Sweeney, BBSI Risk Manager at 541-772-5469.

Risk and Safety Consultation

- Risk Management
- Develop and/or review Safety Program
- OSHA Compliance
- Forklift Training and Certifications

RECRUITMENT AND STAFFING CORNER

The Intersection of Quality and Efficiency

Hello from the Staffing Pod, Connie Suarez, Amber Deckert, Lesa Depiero and Rob Hegeman. Your Staffing Pod is working very hard to fill many positions from temporary assignments to regular hires.

Meet Lesa

Join us in welcoming Lesa DePiero, our newest team member. Lesa has been a great addition and has stepped right in! Eventually Lesa will oversee recruitment for most of our Co-Employment partners. If you haven't had the opportunity to meet Lesa, please reach out to her, she would love to meet you.

Meet Janine

Please welcome Janine Summitt. She is working temporarily in the Grants Pass office. Janine has done an excellent job of providing support and is willing to help out in any way!

If you are hiring, give us a call and let's get together to set up a recruitment plan.

Please don't ever hesitate to contact your Staffing Pod with any questions, concerns, or needs you may have.

We appreciate your partnership!!

Helpful Hints & Reminders

- Please have new hires contact us directly to set up onboarding appointment.
- Develop job ads
- Review resumes
- Perform pre-screen interviews
- Refer quality candidates
- Complete onboarding process
- On site drug screens
- Criminal background investigation
- If someone comes in from another agency and you want to hire this person make sure to send him or her to BBSI.

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BBSI Southern Oregon Interchange

Customer Highlight Corner

APLAND'S AUTO BODY

Medford Location

2584 Bullock Road
Medford, Or 97504
(541) 973-2214



Grants Pass Location

2163 NE Spalding Ave.
Grants Pass, Or 97526
(541)-244-1457

At Apland's Auto Body, we are all about taking care of our customers at our Medford and Grants Pass locations. As vehicles are rapidly becoming more advanced with navigation, safety restraints, and collision prevention systems, Apland's is continuing to progress with technology. Our shops have grown over 40% in the last year. Growth can be hard to manage, and that's where BBSI has been so crucial.

BBSI is more than a business partner: they're part of Team Apland. I can count on them looking out for the better interest of our company.

Apland's Auto Body

Partners in Business



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.

2015 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
2015 Gross Revenues:	\$3.4 billion (\$3,357,062,000)
Medford Area Customer Retention Rate:	+ 97%

BRANCH INFORMATION

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