**Archbright™**

**Insights Newsletter**

**January 2018**

**Introducing Our PHR/SPHR Certification Exam Prep Program**

If you are ready to pursue a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification, Archbright can help!

Earning a credential from HR Certification Institute® (HRCI®) distinguishes you as a master in the HR field, with proven levels of skills and knowledge, and the competence necessary to mitigate risks and drive business results.

Archbright is pleased to now offer a 12-week HRCI certification exam prep program that covers the six functional areas of the PHR and SPHR exam:

* Business Management & Strategy
* Workforce Planning & Employment
* Human Resource Development
* Compensation & Benefits
* Employee & Labor Relations
* Risk Management

The key to the success of certification is the relevance of the content to the needs of today’s workplace. Created by HR subject matter experts through a rigorous practice analysis study and validated by HR professionals working in the field, it is updated periodically to ensure it is consistent with current practices.

Registration is now open at Archbright.com for our upcoming session. Classes occur 6pm to 9pm on Tuesday evenings, February 13 through May 8 (no class on February 20).

HRCI certification holders agree that the best way to prepare for the exam is through individual study and group preparation.

To find out more, visit our website, call us (206.329.1120 or 509.381.1635), or email info@archbright.com.

**CEO Corner, by Shannon Kavanaugh**

Archbright helps you gain HRCI Certification Credits

As we kick off the new year, I want to make sure you are aware and taking advantage of a great membership benefit available to you—HRCI Credits toward your PHR/SPHR certification!

As an Archbright™ member, your HRCI certified employees can earn up to 12 HRCI credits simply because of your current membership status!

This benefit includes:

* Earn 3 credits under the MEMBERSHIP category-up to a maximum of 9 credits every year!
* Earn 3 additional BUSINESS credits - 1 per year for SPHR - under the continuing education category.

For employees who haven’t yet earned their GPHR, aPHR, PHR, or SPHR certification but are planning on taking the exam, they’ll receive $50 off the exam fee! And, starting this quarter, Archbright now offers

PHR/SPHR exam prep training. See the front page for more details!

Questions about this benefit? Contact Archbright’s Member Service Representative at 206.329.1120 or info@archbright.com.

HAPPY NEW YEAR!

**CoffeeTalk: Managing HR Records - A Balanced Approach**

Retention of employment-related records can be confusing and overwhelming. However, with some practical, common-sense guidelines and organizational skills, this otherwise daunting task can be very manageable. Set your organization up for success, both internally - when your employees come asking for information, and externally - when others outside your organization come knocking!

In this CoffeeTalk, Archbright’s Regional Director of Eastern Washington and Idaho, Krisann Hatch, will help you find the balance between efficient administration, compliance, and the reality of maintaining good records.

We hope you can join us for this timely and relevant topic.

When: January 24 | 8:30 am to 10:30 am

(8:30 am – Breakfast Buffet Opens; 9 am – Program Begins)

Where: Hilton Garden Inn Spokane Airport - Granite Room

Cost: FREE | a continental breakfast will be served

Register Today! Seats are limited.

We welcome a maximum of 2 attendees per organization.

**Archbright HR Toolkit Resources**

Effective January 1, 2018, the State of Washington will require that all Washington employers provide paid sick and safe leave to their employees. The law applies to any employer who employs at least one person in Washington. These employers must provide paid sick and safe leave to all employees who perform work in Washington and who are non-exempt from Washington’s overtime rules. This includes part-time and seasonal workers.

Sample policies and forms are available to our Gold and Silver members on the HR Toolkit under the Member Home page of our website or by calling an Archbright HR Advisor, including:

* Washington State Paid Sick Leave KeyNote
* Sick Leave Policy
* Paid Time Off (PTO) Policy
* Unlimited Paid Time (PTO) Policy
* Washington Paid Sick Leave Notification Form
* Seattle Paid Sick and Paid Safe Time Ordinance
* Protected Sick Leave Comparison Chart

Please contact an Archbright HR Advisor with any additional questions.

**Presenting … The Archbright University staff**

We thought you might be interested in meeting the brains and brawn behind Archbright University, who brought you over 500 classes in 2017! Over the next three months, you’ll get to learn a bit about the instructors and other staff.

Deenie Esquibel, Director of Archbright University, joined Archbright nine months ago, bringing over 20 years of experience in learning and development. She has managed training programs in various industries, including retail, higher education, human resources, and high-tech.

Holly Eckert-Lewis is a Certified Professional in Learning and Performance and has been on the Archbright staff for five years. After working many years as a professional violinist, she moved into the adult learning field, working in HR at a tech firm, then moving into her current role as a Senior Learning and Development Consultant.

Tom Norwood has been a Senior Learning and Development Consultant at Archbright for three years. He has been involved with several startups, created leadership development programs, is a wellness coach, and has earned a Master’s in Divinity degree.

Rita Carson is a Senior Professional in Human Resources and a Certified Professional in Learning and Performance. She has worked with the Archbright University team as a Senior Learning and Development Consultant since 2015 after many years designing and facilitating learning in both internal and external talent development roles.

Susan Brandt, Senior Consultant, Organization Development, has assisted Archbright members with solutions to their workplace challenges for over 16 years. Drawing on nearly 30 years’ experience in the Human Resource field, Susan enjoys coaching and collaborating with business leaders at all stages of their careers, as well as facilitating Archbright courses covering a broad range of HR-related topics.

**Serving Eastern Washington and Idaho …**

Krisann Hatch has been with Archbright for over four years, working with companies to strategize, innovate, and implement HR solutions, deliver employee-development training, and provide support on a wide range of HR issues. Krisann is a Senior Professional, Human Resources through the Human Resources Certification Institute, a SHRM Senior Certified Professional and holds a master’s degree in Business Administration from Washington State University.

**OregonSaves Gives Oregon Employees an Easy Way to Save for Retirement**

The Oregon Retirement Savings Program, known as OregonSaves, is a new and easy way for Oregon employees to save for retirement through payroll deductions at work. Oregon employers that do not offer a retirement plan, such as a defined pension plan or 401(k) plan, can now offer employees an opportunity to enroll in the State program.

Statistics show that employees are 15 times more likely to save for retirement when their employers offer a retirement savings option at work. OregonSaves creates a Roth IRA for employees that opt in to the program to save a percentage of their salary in their own individual account that stays with them from job to job. The program only requires employers to register employees and process payroll deductions – with no fees or fiduciary responsibilities for employers.

The first phase rolled out in November of 2017 for employers with 100 or more employees in the State. Employers with 50-99 employees become eligible in May of 2018 and employers with 20-49 employees in December of 2018. The program will be available to all employers in the State by 2020.

Source: Archbright

**Minimum Wage Increase and Paid Sick Leave for Washington Employees**

Reminder: Washington’s minimum wage rate increased to $11.50 per hour beginning January 1, 2018. This increase is part of a series of scheduled increases put in place by 2016 voter-approved Initiative 1433, which provides for the minimum wage to increase annually to $11.50 per hour in 2018, $12 in 2019, and to $13.50 in 2020. Starting January 2021, the minimum wage will be calculated by the Department based on inflation.

Also effective January 1, 2018 was Washington’s new mandatory paid sick leave law. Under the new paid sick leave law, all non-exempt employees, including part-time, temporary, or seasonal workers, will earn at least 1 hour of paid sick leave for every 40 hours worked. Sample policies and forms are available to Archbright’s Gold and Silver members on the HR Toolkit or by calling an Archbright HR Advisor.

**HR FAQ**

Question: Our employment application has not been updated in years. Are there any changes in what we can and cannot ask?

Answer: The use of an employment application is a recommended practice for every employer. Applications provide consistency in gathering information and an easy comparison of applicant qualifications. Applications should be reviewed no less than every 2 years.

The following questions on your application should be reviewed:

Graduation Dates: Remove any reference to dates of graduation from schools and replace them with “Number of Years Attended” and “Graduated- Yes/No” questions. Graduation dates may provide the employer with approximate age information, which can lead to (intentional or unintentional) discriminatory practices.

Criminal Convictions: Questions regarding criminal convictions should be removed. Although federal law does not prohibit intentional discrimination against applicants and employees with a criminal record, an employer’s blanket rule against hiring an individual with such a record is viewed by the EEOC as unlawful because it has the effect of disproportionately screening out individuals based on race or national origin.

Additionally, some state and local laws prohibit this question on applications. Under the Fair Chance Employment ordinance, Seattle employers may no longer require applicants to check a box on an employment application form indicating whether they have ever been arrested or convicted of a crime, nor may they exclude applicants with convictions in blanket statements on their job postings. Both the State of Oregon, Portland City Council, and City of Spokane have also passed laws restricting when employers may seek and use criminal background information.

Final Statement on the Application: Your application should include a statement that requires candidates to certify that they are providing true and complete information regarding past employment and acknowledges that the employer will be checking references and may require background checks and drug tests.

Remove any statements that say candidates will be “prosecuted to the fullest extent of the law” (or any similar statement) for falsification of the application. Falsifying an application is not a criminal act. Additionally, any statements that require candidates to waive their right to any claim or lawsuit against the company should be removed.

Applications should also contain an applicant’s certification that the information provided is correct and an understanding that falsification or omissions is grounds for refusal to hire or, if hired, dismissal.

**New Limitations on Intermittent Rest Breaks**

On December 1, 2017, the Washington Department of Labor and Industries issued new guidance related to intermittent rest breaks.

All non-exempt employees in Washington are entitled to one ten-minute paid rest break for each four hours of work. Labor and Industries’ previous guidance allowed employers to comply with this requirement by providing any employee the ability to take several smaller intermittent breaks totaling ten minutes of rest time over each four-hour work period.

Following court decisions over the past several years, Labor and Industries’ revised guidance places new limitations on employers with respect to intermittent rest breaks:

• Intermittent rest breaks are not allowed for employees whose work requires them to engage in constant mental or physical exertion, such as production line workers. These employees must be provided a full and uninterrupted ten- minute rest break.

• Where intermittent breaks are allowed, those breaks must still be sufficient to provide employees a true break from work. Ten one-minute breaks are not sufficient.

• Employees may remain on-call during their rest breaks. If an employee is called back to work before the end of the ten- minute break period, then the employee is entitled to the remainder of the break later in the work period.

Source: Erin Jacobson, Attorney at Archbright

**Analysis on Impact of Behaviors That Delay Retirement for 401(k) Savers is Released**

Dipping into retirement savings early, suspending contributions to 401(k) plans or both is projected to reduce workers’ retirement

savings on average by 14 percent, delaying retirements and costing employers more for salaries and benefits as their workforce ages, according to Massachusetts Mutual Life Insurance Co. (MassMutual), using what it said were new analytic capabilities. MassMutual adds that behaviors that interrupt retirement savings, including taking loans or hardship withdrawals, suspending salary deferrals, or opting out of behavioral finance initiatives such as automatic enrollment or automatic deferral can push back retirements by years, necessitating that workers stay on the job long after the traditional retirement age of 65.

For example, a typical 40-year-old worker who is currently on target to retire at age 65 but then borrows 30 percent of the savings in his 401(k) could potentially reduce his available retirement income by 15 percent and delay his retirement by five years, according to MassMutual’s analysis.

**The age variable.** The impact of behaviors that negatively affect retirement readiness varies with age, MassMutual’s data shows, with younger employees most likely to participate in as well as suffer the most from such activities. A 29-year-old employee who is on target to retire at age 65 but then takes a hardship withdrawal reduces his or her retirement-readiness by 20 percent on average, according to MassMutual’s analytics. Meanwhile, a 60-year-old employee who is on target to retire and withdraws the same amount typically reduces his or her retirement readiness by 3 percent on average. The loss of retirement readiness reflects the value of lost interest earnings on the withdrawal before retirement, taxes and penalties, as well as a six-month suspension in salary deferrals, which typically happens when retirement plan participants withdraw savings.

MassMutual states that projecting the cost of behaviors that can erode retirement savings and reduce retirement-readiness enables employers to better manage their retirement plans by:

* Deciding whether to allow or limit the ability of employees to take loans or withdrawals from their retirement savings;
* Ensuring retirement savings incentives such as matching contributions are used as intended, to help workers better prepare for retirement;
* Educating workers about the negative effects of loans, withdrawals and deferral suspensions on their ability to retire and encourage them to avoid such behaviors;
* Providing programs that educate workers about financial issues such as budgeting, debt management, retirement planning and related topics; and
* Educating employees about appropriate investment choices and asset allocations based on their retirement goals and time horizon to help employees more effectively accumulate and protect savings over the long term.

Source: CCH

**Back to the Basics with Recognition**

Imagine you’re someone who’s curious about what it’s like to work in a certain company, so you seek out an employee of that company, and ask: “So, tell me, how does management here help you in your work?” And imagine that after a long pause, the employee gives you a somewhat embarrassed look and says, “Umm, I really can’t think of a thing…”

“Okay,” you respond, and thinking your question was too general, you try again: “What I mean is, what does your boss do that helps you do your job, you know, how does she support you?” Again, your query is met with a long pause until finally the employee says with a shrug, “Beats me. I don’t think she even knows what I do.”

Granted, it’s a brief encounter, but what might you surmise about that employee’s level of engagement? What might his responses indicate about how well recognized he feels? And what do you think the chances are that he’s going to head back to work all charged up and ready to pour on the extra effort? Not likely!

Research has confirmed that recognition is one of the critical factors contributing to the degree of engagement employees experience in their work. As a result, large amounts of literature is devoted to the assessment, design, and implementation “how-to’s” of formalized employee recognition programs. But we also know that when recognition at a more elemental level is missing, all the “Way to Go!” posters in the world won’t move the needle on an employee’s internal recognition meter.

So what does it mean to be recognized? Beyond the very basic definition of being known by others to exist, being recognized is about being acknowledged for the value we bring as human beings. Recognition itself answers some of the psychological needs that must be addressed for an individual to be motivated.

In the workplace, we can have a big impact on the people we work with by paying attention to some simple practices that build the foundation for genuine recognition:

1. **Know your people.** You can’t personalize recognition for someone you don’t know. Think about how much you know about each of your employees.
2. **Practice noticing what’s working.** Make it a point to get out and notice what’s going right. Put it on your calendar. Keep a log of the positives you’ve noticed. Who contributes to making things right and how are they doing it?
3. **Recognize often.** Perception is extremely powerful. For you to be considered “fair” as in unbiased, it generally takes four positive interactions with another person to each negative interaction for that person to perceive that you treat them fairly.

And so, beginning with the end in mind: What would you like to hear someone who works for you say when asked by a stranger: “Tell me, how does management support you?”

Source: Archbright

**Treating the Whole Worker – a Biopsychosocial Approach to Injury Management**

Ever wonder why two injured workers, with basically the same injury, recover at different paces? A biopsychosocial approach assumes that biological and psychological factors like thoughts, emotions, and behaviors as well as social factors, contribute to human wellbeing and illness. Every injured worker comes to the table with a different combination of factors that influence their recovery. So, how do we navigate such a complex landscape when it comes to successful return-to-work programs?

In this CoffeeTalk, Michael Harris, Ph.D., Chief Operations Officer Clinical Director and Director of Outcomes at Pacifica Rehabilitation Centers along with Archbright’s Lloyd Brooks, Director of Claims Services will focus on the theory and practice of Biopsychosocial Injury Management and its superiority as an approach to successful return-to-work and disability prevention. They will discuss the tools necessary to identify factors that are hindering the injured worker’s success in return to work and how HR Professionals and Business Leaders can assist the injured worker in overcoming some of these factors.

When: Wednesday, January 17 | 8:30 am to 10:30 am (8:30 am – Breakfast Buffet Opens; 9 am – Program Begins)

Where: Archbright training rooms in Seattle [Georgetown]

Cost: FREE | a continental breakfast will be served

Register Today! Seats are limited.

We welcome a maximum of 2 attendees per organization.

**Winter Driving Safety**

Winter weather can mean snow and ice on the roadways, so it is important to be ready for anything before you head out in your vehicle. Here are a few winter driving tips that can help keep you safe on the road:

Always drive at speeds that are safe for road conditions.

Have a winter safety kit on hand with flares, flashlight with good batteries, glow sticks and/or tea lights with matches, blankets, shovel, kitty litter (for traction), snacks, water, and anything else that will make you feel safe if you are trapped in your car or broken down.

Keep an extra coat, gloves, and shoes in your vehicle in case you need to get out to adjust chains or to keep warm if broken down.

Leave extra space between you and the car in front of you (beyond the 2-second rule).

Have proper winter rated tires that are in good condition and carry chains if necessary.

When braking, brake gently to avoid skidding. Don’t use cruise control when driving on snowy or icy roads.

Snow and fog can reduce visibility. Drive with your headlights and taillights on, even in the daytime.

Bridges, overpasses, and back roads can be especially icy. Use

extra caution.

OSHA 300 Requirements

Most employers are aware that if you have 10 or more employees, your company is most likely required to keep a record of serious work-related injuries and illnesses (certain low-risk industries are exempt). The information that is recorded is kept on the OSHA 300 log. Minor injuries requiring first aid only do not need to be recorded. If an injury or illness is determined to be recordable, the employer has 7 days to record the case from the time they receive the information about the case. Employers are required to have a running log for each establishment each year, required to post a summary of their previous year’s log in the workplace from February to April, and maintain 5 years of previous logs.

Federal regulations require certain employers to also submit log information electronically via a secure website via an API (Application Programming Interface). At this time, this requirement does not apply to businesses in Washington State, however this will change in 2018 as DOSH adopts this rule.

In addition, the final rule includes provisions that went into effect December 2016 that encourage workers to report work-related injuries and illnesses to their employers and prohibit employers from retaliating against workers. This rule can be satisfied by posting the already-required Washington State Workplace poster. It also clarifies the existing, implicit requirement that an employer’s procedure for reporting work-related injuries and illnesses must be reasonable and not deter or discourage employees from reporting. This means that many employer’s policies on how quickly an employee reports an injury to the employer, incentive programs and post-accident drug testing policies could be out of compliance.

The log information and rule changes help employers, workers, State and Federal agencies evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards preventing future workplace injuries and illnesses.

Archbright will be hosting a webinar January 18, 2018 covering recordkeeping requirements and rule changes. For more information on the OSHA 300 log requirements, updated handbook policy statements, to sign up for the webinar, or for information on Archbright’s Risk Management Center that can assist

in OSHA log creation and electronic submission, please call 206.329.1120, 509.381.1635, or email safety@archbright.com.

**Monthly Safety Webinar**

January 2018

OSHA 300 Recordkeeping

Thursday, January 18

2:15 p.m.

OSHA 300 Recordkeeping can seem daunting, especially when trying to get it right. Join us to learn more about managing your log, and take some stress out of this important task.

Topics include:

* Required Recordkeeping Forms
* Annual Requirements
* Retention and Updating
* Recordable and Non-Recordable Criteria
* Changes in Reporting Coming in 2018
* Frequently Asked Questions

This monthly webinar is complimentary for all members of our Workers’ Compensation and Retrospective Rating Programs. Attendees will receive an email approximately one week before the webinar with participation and login information. For questions or more information on our webinar training, please contact safety@ archbright.com.

The webinar is also available to members not enrolled in our Workers’ Compensation or Retrospective Rating Programs for a registration fee. Please visit archbright.com or contact info@archbright.com for more information.

A good safety record does not come by accident.

Did You Know?

It’s that time of the year when we need to think about fire prevention in our home. According to the National Fire Protection Association:

* The leading factor contributing to heating equipment fires was failure to clean solid fueled heated equipment, primarily chimneys.
* Portable or fixed space heaters, including wood stoves, were involved in 33% of home heating fires, and 81% of home heating deaths.
* Half of home heating fire deaths resulted from fires caused by heating equipment too close to things that can burn, such as furniture, clothing, mattresses, or bedding.
* In most years, heating equipment is the second leading cause of home fires, fire deaths, and fire injuries.

**Please Notify Us of Staff Changes.** Please take a moment to contact us to correct any staffing changes for your organization, including email addresses. Email us at info@archbright.com.

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We welcome your comments and suggestions.

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