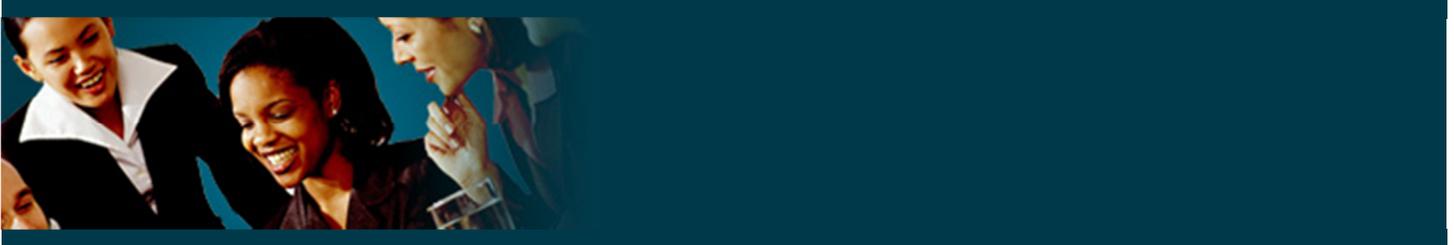


# PRO WAY DEVELOPMENT

Connecting HR to Your Bottom Line



Pro Way Development

December 2012

December can be a busy month: one of parties, temps to help with year-end rush and making plans for the New Year. December can be a month of fun but HR dilemmas may haunt you. Read more to ensure a delightful December.

## Holiday Parties

A party seems like a harmless event, a way to thank employees for their hard work throughout the year and hopefully a time to celebrate company success. Unfortunately, human resources problems and employer liabilities can be unintended consequences of company parties.

Dancing, party fun and contests, meant to be harmless, when combined with alcohol can lead to impaired judgment and has led to employers being held liable for sexual harassment and issues of employees driving while impaired. Reduce your liabilities by:

- Ensuring you have a strong policy prohibiting sexual harassment at work and at employer-sponsored events, such as parties, picnics, and conventions.
- Prior to the event, remind employees that company standards of conduct and anti-harassment policies remain in full force and effect even at company social events.
- Remind managers of their responsibility for enforcing company policies during the party even when it takes place after work and off premises.
- Consider distributing drink tickets to limit individuals' alcohol consumption.
- Provide plenty of food and non-alcoholic beverages.
- Arrange for designated drivers and company-paid taxis.



## Pro Way Development

Pro Way Development is your outsourced Human Resources department. Our services include:

- Consulting services to manage employee relations issues
- Training to increase employee skills
- Advice on policies and practices to stay compliant
- Health and life insurance products to motivate your workforce

## About Laura Jacob

Laura works with companies to ensure that their business plan includes a plan to hire, manage and motivate employees to drive growth.

In addition to holding degrees in Psychology and Industrial Relations, Laura is certified as a Professional in Human Resources and a 6 Sigma Greenbelt.



## Temporary or Permanent?

Companies make mistakes when bringing on temps and then keeping them for long periods of time. The Department of Labor goes after companies who purposefully or even unintentionally keep "temps" or "contractors" on for long periods of time without paying them benefits. Remember these tips:

Temporary workers hired through a temp agency are the agency's employees. In some cases temps on someone else's payroll may be seen as employees.

Interns, whether in summer or winter may not be cheap or free labor. Under the federal Fair Labor Standards Act, interns are treated as your employee and must be paid for work at no less than the applicable minimum wage. An intern can be unpaid if rigorous requirements can be met.



Ensure your worker's compensation coverage covers paid, unpaid, or temporary workers.

Don't treat temporary workers as if they are employees. They should not be invited to company sponsored events, be given benefits or otherwise treated like employees.

Not sure if you have proper HR policies and procedures in place to ensure all employees are on the same page? Contact Pro Way Development for more information and a complimentary Business HR Assessment.

## Complimentary Business HR Assessment

An HR assessment is a tool that Pro Way Development has used with many employers to ensure they stay compliant with employment laws and ensuring your workforce is engaged and happy driving the business results you want to see.

**PRO WAY DEVELOPMENT**  
*Connecting HR to Your Bottom Line*

### The benefit?

**Employees enjoy increased job satisfaction and productivity leading to a better bottom line!**

Thank you for thinking of Pro Way Development for your HR, Training and Insurance needs.

Sincerely,

*Laura Jacob*

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