



January 2015 newsletter



### Compliance Corner

#### OSHA Reporting Requirements

Effective January 1, 2015 -  
ALL employers must report  
the following incidents  
directly to OSHA:

- all work related  
fatalities within 8 hours

**Within 24 hours, all work  
related:**

- inpatient hospitalizations
- amputations
- losses of an eye

**To report an incident:**

- call 1-800-321-OSHA  
(6742)
- call your nearest OSHA  
area office, during normal  
business hours

[www.osha.gov/report\\_online](http://www.osha.gov/report_online)

### **What's your New Year's Resolution?**

*The start of a new year brings new hopes and expectations, new goals and objectives - and, if you are planning correctly - new challenges and opportunities.*

*Does your company have "resolutions" or goals for the New Year? Now is the time to reflect on the past year and plan for 2015. What do you want to accomplish in the New Year?*

*Whatever is on your plate, New Life HR Solutions has over 30 years of expertise in all areas of Human Resource Management and can help you maneuver through the myriad of laws and regulations that you have to comply with.....and ultimately allow you to focus on your core business and help you achieve those goals.*

*Contact us for a free consultation and let our experienced staff of Human Resource Consultants take these worrisome issues off your hands.*

***Lucille Mavrokefalos**  
President & Founder  
New Life HR Solutions*

#### **FOUR HABITS OF HIGHLY EFFECTIVE EMPLOYEES**

*I would like to share a blog in "The hr capitalist" written by Jay Forte that I recently read which I thought was very apropos for this time of year. For a lot of companies, this is the time of year when managers are struggling to complete their performance reviews for their subordinates. You might want to keep this checklist in front of you while*

## Wage Theft Prevention Act Reform Approved

New Law Eliminates Annual Notice Requirement Under the NYS Wage Theft Prevention Act

**Employers are Still Required to Notify Employees at Time of Hire**

A new amendment to the Wage Theft Prevention Act was signed by NYS Governor Cuomo which eliminates the requirement that before February 1 of each year, employers notify and receive written acknowledgement from every worker about (among other things) his or her rate of pay, allowances, and pay day. Legislative leaders and the governor have agreed to make this change **effective immediately**.

Accordingly, the New York Department of Labor (NYDOL) will not require annual statements in 2015.

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**doing those reviews and see how many of your subordinates meet this criteria. It really boils down to these four areas.**

### **"Make a Choice" - posted by Jay Forte**

*As I present what I feel to be the four habits of highly effective employees, notice that each requires choice. Employees who are highly effective choose to be that way. They aren't bribed through incentives, or threatened into performance. They choose it because it comes from the inside out - it comes from who they choose to be and how they choose to show up to the events of their lives - including work.*

*Here are four habits of highly effective employees:*

1. **They choose to show up.** *They know themselves - they know their talents, strengths, passions and values. They are self-aware. They pay attention to the details of their world. They are world-aware. They are present and attentive to information. They are always watching, looking, listening and learning. They show up in both body and mind.*
2. **They choose to step up.** *They own their work. They ensure they know what is expected of them. They know their performance expectations and deliver on them; they act. They take charge of themselves, their performance and their results; they are accountable. They don't need to be told to make things happen.*
3. **They choose to speak up.** *They know what they stand for and use their voice to offer ideas, create possibilities, take advantage of opportunities and challenge things that need challenging. They know and live their values; they are courageous and say what needs to be said. They defend others, commit to what is right and don't need the title of leader to act like a leader.*
4. **They choose to stand out.** *They don't settle. They have a personal standard of excellence that is present both in and out of work. When they do things, they go beyond; they encourage and expect the same from others.*

*The key to success with each habit is choice - the awareness that employees own their performance, impact and achievement. Until we own our habits - until we choose them as ours - simply identifying what makes a habit effective will not translate into performance. We must be performance owners."*

**For guidance in all areas of Human Resource Management and Compliance contact:**

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or visit our website at

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*New Life HR Solutions' is a Human Resource consulting firm founded in 2011 by Lucille Mavrokefalos. Our mission is to provide superior service and legal compliance guidance in the areas of compensation, benefits, recruitment, employee relations, employee handbooks, policies procedures and strategic planning to small and mid-sized businesses. New Life HR Solutions will work on a project basis or provide HR Management support on or off-site where little or no HR function exists.*

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