



Welcome Spring!

Spring 2013



Compliance Corner

May 7, 2013

Deadline for using new I-9 form

click here for new form
<http://www.uscis.gov/files/form/i-9.pdf>

June 11, 2013

New York City adds
Unemployment to the list of
Protected Characteristics

December 31, 2013

Over the course of three years,
New York State's minimum wage
will increase from the current
\$7.25 per hour to \$9.00 per hour.

- On December 31, 2013, the minimum wage will increase to \$8.00 per hour
- On December 31, 2014, the minimum wage will increase to \$8.75 per hour
- On December 31, 2015, the minimum wage will increase to \$9.00 per hour.

Springtime is upon us...

This usually evokes thoughts of spring cleaning.

Maybe your company has hired new employees at the first of the year, or perhaps you are evaluating the current staff, or your company is looking to restructure or update company policies, handbooks, compensation or benefits.

Whatever is on your plate, New Life HR Solutions has over 25 years of expertise in all areas of Human Resource Management and can help you maneuver through the myriad of laws and regulations that have to be taken into consideration.....and ultimately allow you to focus on your core business.

Contact us for a free consultation and let our experienced staff take these worrisome issues off your hands.



Lucille Mavrokefalos

New Life HR Solutions

2013 Compliance Checklist

The EEOC had a recordbreaking year in 2012 resulting in more than \$365 million in monetary benefits for charging parties, which is the highest level of monetary relief ever obtained by the Commission.

The following is a brief checklist of specific issues you may want to pay special attention to in 2013:

- Background checks for employment purposes
- Use of criminal background checks
- Federal and State Wage and Hour Laws
- Update Social Media Policies
- Update "Employment-at-Will" Policies
- Properly Classify Non-Employees and Employees

For more information and guidance in all areas of Human Resource Management and Compliance contact us for a free consultation:

New Life HR Solutions, LLC

373 Nesconset Highway
Suite 128
Hauppauge, NY 11788
631.498.4920 (o)
631.487.9091 (c)

www.newlifeHRsolutions.com



Is having a Telecommuting option for your employees a good idea?

Telecommuting made news recently with the announcement by Yahoo CEO Marissa Mayer that the company would be making changes to its policy. Some believe the decision would help bring together a struggling organization while others saw it as a step backward that would harm morale and productivity.

A telecommuting option doesn't work for all employers. It can strain the relationship between manager and employee. It may also hamper attempts at team-building and delay communications.

On the other hand, offering a telecommuting option can help decrease overhead and deepen the pool of potential workers, who may not be local. In addition, the option may help reduce stress on employees, who spend less time commuting.

Here are some things you might consider should you decide to offer a telecommuting option:

- Accept that you won't see telecommuting employees often and will have to work harder to build relationships. The first few weeks may be especially challenging as employer and employee adjust to the arrangement.
- Track results - utilize electronic time cards and online project management utilities to follow your employee's progress and productivity.
- Assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Determine equipment needs, work space design considerations, and scheduling issues.
- Tax and other legal implications for the business use of the employee's home-based office (e.g., IRS and state and local government restrictions). Responsibility for fulfilling all obligations in this area rests solely with the employee.
- Make sure you have a written telecommuting agreement in place that specifies Company provided tools and equipment

Like most arrangements, telecommuting can be helpful or harmful depending on the needs of a business.

If you are considering a telecommuting option for your employees, contact New Life HR Solutions and we can help you develop the policy and agreement customized for your organization.



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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