

Spotlight on Human Resources



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Dave Villar is the President of Pacific Coast Benefits LLC. He was a founder and partner of PDI Insurance Services. Dave is an active member of the National Association of Health Underwriters and a member of the Anthem Blue Cross Agent Advisory Council. He has specialized in Employee Benefit Planning for businesses since 1987. To find out more about Pacific Coast Benefits and upcoming Healthcare Reform Seminars, visit www.pacbenins.com or call (408) 847-1000.

All companies, regardless of size, are required to follow Federal and State labor laws. The regulations change often, so we want to provide some reminders and highlight some recent changes in legislation. Every employer must have the most up-to-date compliance posters up in an area that employees visit throughout their workday. Penalties for not having the current State and Federal postings can be up to \$17,000! For those employers with multiple work sites or offices, the law requires a poster at each work site. Not only do the posters need to be displayed, they should be filled in with the contact details for the company's workers' comp carrier, pay schedule, and emergency contact information. Most employment laws are based on the number of employees on payroll, but several laws, including the need to have current State and Federal postings, are required for all size employers.

For California based companies, the California Division of Workers' Compensation (DWC) has recently updated notification requirements that affect several mandated workers' compensation forms and went into effect October 8, 2010. The DWC released regulations that require all employers within the state to post a new "Notice to Employees – Injuries Caused by Work". This notice must also be posted in a conspicuous location frequented by employees.

The Your Rights to Workers' Compensation Benefits pamphlet was also updated; therefore the amended version should be distributed to new employees at the time of hire or before the end of their first pay period. In addition to the Workers' Comp pamphlet, the following pamphlets are also required by the State of California:

- Sexual Harassment pamphlet is required at hire
- * State Disability Insurance and Paid Family Leave pamphlets are required at hire and for any employee taking leave for a covered reason

- * Unemployment Insurance pamphlet is required for any employee who is terminated, laid off or takes a leave of absence

Lastly, California companies with 50 or more employees are required to have Sexual Harassment Prevention training every two years, for many companies 2011 is a training year. In addition, new managers and supervisors must receive this training within 6 months of hire or promotion per the AB1825 requirements.

In addition to our full suite of health insurance services, Pacific Coast Benefits also offers Human Resources assistance to our clients. Our HR services offer employers the ability to work with an experienced HR professional to improve productivity, reduce employer related risk and focus on their core functions. Besides our HR Help Desk we also provide HR Audits, Company Handbooks and Harassment and Discrimination Prevention training for our clients.

We would welcome the opportunity to meet to discuss your benefit strategies, Human Resources needs and answer any questions you may have regarding Health Care Reform and changes which affect your business. If you are interested in our complementary checklist "Does this Employment Law Apply to Me?" Please contact us at (408) 847-1000 or visit us online at www.pacificcoastbenefits.com or contact me directly at dave@pacbenins.com