



San Diego Employers Association

SDEA Newsletter | July 2014

SDEA's Strategic Leadership Series features:
Sheriff Bill Gore, District Attorney Bonnie Dumanis
& Police Chief Shelley Zimmerman

Wednesday, August 13 at 11:30 a.m.



Join SDEA for a presentation featuring San Diego Sheriff Bill Gore, District Attorney Bonnie Dumanis and Police Chief Shelley Zimmerman at SDEA's Summer 2014 Strategic Leadership Series, taking place on August 13th.

In this event, three of San Diego's top law enforcement executives will discuss their approach to leadership and their personal leadership philosophies. All three individuals come from varied backgrounds, and each has developed a unique approach to leadership which has served them throughout their careers. You won't want to miss this insightful presentation!

To learn more and to register, visit www.sdea.com.

Wednesday, August 13, 2014
11:30 a.m. - 1:30 p.m.

Crowne Plaza Mission Valley
2270 Hotel Circle North
San Diego, CA 92108

Registration: SDEA Members: \$49
Non-Members: \$59

Includes Lunch and Networking.
To Register, visit www.sdea.com

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New Law Changes To Keep in Mind - Effective July 1st

By Jennifer Jacobus, PHR-CA

California employers are used to dealing with changes in the law at the first of each calendar year. Half way into 2014, and we are forced to look at some mid-year changes affecting most all companies. This information will most likely serve as a reminder to most readers, but definitely worth revisiting:

Minimum Wage Increase: With all the recent press about a possible increase to San Diego's minimum wage, we may have forgotten that the state minimum wage is increasing on July 1. The increase will go from \$8/hour to \$9/hour. This will not only affect minimum wage earners, but may also have an effect on exempt employees who are meeting just the minimum salary requirement.



Since California requires that in addition to meeting the "duties" portion of the exemption requirements, that exempt employees must be paid a fixed salary of at least two times the minimum wage. This means that effective July 1, the salary requirement for exempt employees will **increase to \$37,440 a year.**

This change also means that employers will be required to post a new state minimum wage poster on or before July 1, 2014 in order to be in compliance.

Paid Family Leave Changes: Prior to July 1, 2014, employees, who were eligible, could apply for Paid Family Leave benefits if they met the eligibility requirements and/or the company approved the leave time. Time off could be used to bond with a new born, newly adopted or foster child or to care for a sick family member. The definition of "family member" included the employee's spouse, child or parent.

On July 1, 2014, the definition of "family member" will expand to include (in addition to the above) grandparent, sibling, or parent-in-law. Check the EDD website for newly update pamphlets.

Background Checks: Effective July 1, 2014, state and local agencies are prohibited from asking applicants details about criminal convictions until the applicant is deemed to have met minimum employment requirements by the agency. This will not affect most employers, but worth noting.

Workers' Comp Predesignation of Physician: New definitions to how "regular health care insurance" is defined has prompted newly revised Predesignation forms. These forms are required to be provided to all newly hired employees (not a change in regulations). The new forms will be available on the DWC website or from your carrier.

Employers who are still in need of **updated federal and state posters** can call SDEA at 858-505-0024 to place their order. **Also note that posters orders are 20% off through July 31, 2014.**

“Vacation, Please”

By Jennifer Jacobus, PHR-CA

With summer officially here, employers will no doubt start to see an increase in vacation requests. Now would be a good time to give your vacation or PTO policy a quick review. To avoid headaches, here are a few pointers:

Your policy should require advance approval. This will ensure that employees plan in advance, thus giving the employer time to handle scheduling conflicts and/or give the employee time to make alternative plans.

Make sure your policy indicates that requests will be approved on a first-come, first served basis. For duplicate requests that would affect business, you can certainly implement a seniority policy.

Just because an employee has available time “on the books” does not mean you automatically have to approve a vacation request. Some employers have “black out” dates during their busy season whereas no time off is allowed—of course, this would not apply to legally mandated leaves of absence.

On another note, you do not have to allow an employee to have a negative vacation balance. Your policy can state that employees cannot take any more time off than they have accrued.

Employees should not be made to feel guilty for using their earned vacation time. Provide employees with the support they need so they can go away with a clear conscience and return refreshed. Discourage “working vacations”—you want your employees to return relaxed and focused.



Update Your Employee Handbook - \$100 Off Through 8/31

With the legal updates surrounding minimum wage going into effect this month, now is a good time to plan to review and update your Employee Handbook.

SDEA’s expert HR consultants can assist you in completing this project. Now through August 31, 2014, **receive \$100 off your Handbook Update.** To start the process email info@sdea.com or call 858-505-0024.



Five Classic Excuses for Putting off Your Retirement Plan

Contributed by Sean Ciemiewicz with Retirement Benefits Group

There are many reasons why we defer our dreams of financial independence. Here are the five top psychological barriers, and how to overcome them.

1. "I can't afford it."

Sure, you have lots of competing uses for your money. Some types of spending are locked in each month, such as paying your mortgage; and some of your dollars go to nice-to-haves, such as eating out or taking a weekend trip.

It may feel as if nothing is left over, so saving for retirement seems almost impossible given your present lifestyle.



Someday you'll have to get by without a paycheck. While Social Security can provide a monthly income, it isn't likely to replace your working-years salary. If you make it to retirement, you'll probably live to be close to 90, and you can expect that some expenses, such as healthcare, will go up.

Unless you're independently wealthy or can count on family members to care for you, you can't afford to not save for retirement.

2. "I have many years before I need to think about retiring."

As we move through our 20s, 30s and 40s, caught up with jobs and families, it's easy to put off retirement planning. But the most powerful aids to planning are math and time. The longer you have until retirement, the more you can build up your savings through compounding, and the less you'll need to invest each month. The earlier you start, the better; but even if you're just a decade away from retirement, you can set aside a good chunk each month. And, you can boost your savings by committing to increasing your savings amount each year.

3. "I don't know how to get started."

This is simple: Go to the next enrollment meeting held by your company's retirement plan. This meeting, which usually takes an hour or less, will break down the steps you need to take to start saving in your plan. This includes educating you about how to generate retirement income, select investment options, and determine what percentage of your salary you want to contribute to your account, as well as helping you learn about the fees and expenses associated with that account. Contact your plan administrator for more details on how to join now.

4. "Planning for retirement is too big for me to tackle right now."

Retirement planning is, in actuality, life planning. You need to ask three essential questions: What do you have? What do you want? How do you get what you want? These questions can be stressful, but even so, they're important. Wishing won't make the problem go away. Try taking small steps by attending a financial-education seminar offered by your employer, or discussing your situation with a qualified financial advisor. By putting together a more measured financial game plan, you can set goals about your saving and spending habits.

5. "Stocks and bonds are risky."

There's no avoiding risk in investing. Even stashing cash in your mattress doesn't relieve you of the risk of a fire, or inflation, which nibbles away at your purchasing power. Stocks—and mutual funds that invest in stocks—are one of the best ways to beat inflation over the long haul. The risk of investing in stocks, while never zero, goes down the longer your time horizon for investing in them. Bond investments also carry risks, but nevertheless deserve a place in every retirement portfolio. Especially for those nearing or entering retirement, bonds can offer a steady flow of income and often produce an attractive rate of return.

Roundtable: Accommodating Disabilities: 5 Steps You Need to Know

Friday, July 25, 2014
11:30 a.m. - 1 p.m. at SDEA

Are you confused over how to deal with an employee disability issue? Do you know what benefits are legally required to continue during a leave of absence?

When is it okay to deny leave or end a leave of absence? What accommodations are required and what is considered "reasonable"? If you need answers to these questions, this roundtable is for you.

Roundtable led by Lonny Zilberman, Esq.

\$35 Members | \$45 Non-Members | Lunch from Good On Ya Deli is included

Register at www.sdea.com.



Upcoming Training Opportunities

July 9	Effective Communication for the Workplace
July 16	Reprimand, Discipline & Discharge
July 22	Evolution of An Employee (3 Part Series)
July 23	Harassment Prevention Training
July 23	Conducting Effective Performance Appraisals
July 30	Resolving Conflict
August 9	Practicing Leadership in the Workplace
August 13	Time Management & Delegation

* Eligible for HRCI units | More classes available at www.sdea.com

SDEA's Evolution of an Employee New 3-Part Series



When new employees are hired to join an organization, we have nothing but positive hope that it will be a long-lasting, mutually beneficial business relationship. But a lot takes place over the span of an individual's employment. From the time the first resume is reviewed to the final paycheck being written, a lot can happen in between. This 3-part course will take you through the different phases that employers may face during the [Evolution of an Employee](#).

July 22: Hiring, protected classifications, discrimination issues; properly classifying employees; new hire paperwork; job descriptions; employee handbook

July 29: Wage/hour; leaves of absences; performance issues and discipline

August 5: Disabilities, workers' comp and accommodations; internal investigations, termination

Tuesday, July 22, July 29, and August 5, 2014

9 am – 12 pm

The series is facilitated by Jennifer Jacobus, PHR-CA

Full Series -- Members \$300 | Non-Members \$400

Individual classes -- Members \$115 | Non-Members \$150

To register, visit www.sdea.com or call 858.505.0024



Summer/Fall 2014 Roundtables at SDEA

Accommodating Disabilities: The 5 Steps You Need To Know

Friday, July 25

Presented by Lonny Zilberman, Esq.



Lonny Zilberman, Esq.

Medical Marijuana in the Workplace

Tuesday, August 19

Presented by Carole Ross, Esq.



Carole Ross, Esq.

Little Known Wage & Hour Rules

Friday, September 26

Presented by Lonny Zilberman, Esq.

All Roundtables take place from 11:30 a.m. - 1 p.m.

Location: SDEA Training Facility
4180 Ruffin Road Suite 295
San Diego, CA 92123

Cost: \$35 SDEA Members | \$45 Non-Members
Lunch and networking included.





SDEA Helpline Q & A

Every month SDEA receives hundreds of calls. Here readers have the opportunity to learn from some of the most common HR questions received by our HR consultants.

Q. I understand that there are proposals in the works which would require employers to provide paid sick leave to employees. What are the details of these proposals?

A. There is a California State Assembly Bill (AB 1522) which would require employers to offer paid sick leave. Employees would accrue one hour per 30 hours worked and the sick leave could be used for employee or family illnesses. Employers could limit the amount of sick leave use to three days or 24 hours in a calendar year.

Any unused sick leave accrued in the preceding year could be carried over to the next year. While many employers voluntarily offer sick leave for regular employees, this mandate would apply to temporary, seasonal, and part-time employees.

Additionally, the City of San Diego is proposing mandated sick leave as part of the minimum wage hike proposal. The proposal would require employers to provide five days of sick leave.

The City proposal would only apply to businesses who operate within city limits. Stay tuned for updates from SDEA on these proposals.



Q. Is it true that there are changes to California's Paid Family Leave Program effective July 1, 2014?

A. Yes, the Paid Family leave program was initiated in 2002 to provide disability compensation for individuals who take time off of work to care for a seriously ill child, spouse, parent or registered domestic partner, or to bond with a new child. Senate Bill 1661 established the Paid Family Leave (PFL) program and eligible individuals can take up to six weeks of time off.

Beginning July 1, 2014, individuals may be eligible for PFL benefits for taking time off to care for a seriously ill parent-in-law, grandparent, grandchild or sibling. As a footnote, Paid Family Leave is solely a wage replacement program and does not provide for job protection.

Thank you to everyone who participated in the San Diego Salary Survey!

The 2014 San Diego Wage & Salary Survey will be released in late July.

Advertising And Article Submission Information

This newsletter is published monthly by the San Diego Employers Association (SDEA). We welcome the submission of articles by our members on topics of interest related to HR. Date for submission of materials and advertising is the 15th of the month prior to publication on the 1st of each month. If you are interested in submitting an article or obtaining advertising rates, please email info@sdea.com.