



H.R. UPDATE NOVEMBER 2015



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Happy Thanksgiving

The Team at HR Alternatives extends a sincere Thank You to our Clients and business partners. Our mission is to Solve Workplace Issues. Providing personal interaction with our clients allows us to support you and make a difference when solving workplace issues. Our growth is based on referrals and we Thank all of you who have introduced us to others who have become a part of the HR Alternatives experience. Reflecting on the year, we are Thankful for your relationship.

TO DO: Be Thankful!

Your Employment Application May Be Illegal

Preparing for holiday or new year hiring invites a review of your employment application and interview questions. During the selection process the employment application and interview questions should not ask for information such as, social security number, date of birth, dates education completed, dates of military service, marital status, citizenship, immigration status or criminal arrests. In preparing for the selection process, prepare a job description and relevant job related questions. After an offer is made you may request additional information from the candidate that is relevant to the job or employment with the company.

TO DO: If you would like to receive a chart of legal and illegal questions regarding personal information contact your consultant at HR Alternatives.

Sick Pay Law Clarification

The California Paid Sick Leave Law became effective July 1, 2015.

- The time frame for the Paid Sick Leave is based on a 12 month period not a calendar year period.
- An employee is eligible to use Paid Sick Leave after completion of a 90 day employment period.
- A doctor's note cannot be required to use Paid Sick Leave.
- Employees can take Paid Sick Leave for their own or a family member's preventative care, existing health condition care or for specific purposes if they are a victim of domestic violence, sexual assault or stalking.

The Paid Sick Leave law is based on limited standards and did not intend for the time to be utilized as additional vacation time, holiday time or paid time off for personal reasons. If you intend to have a broader definition of when Paid Sick Leave may be used, it must be stated in the employee handbook and disclosed to employees in a notice.

TO DO: If you intend to define your company policy more broadly or need to update the policy in your employee handbook, contact your consultant at HR Alternatives.

Required Filing On ACA

An Applicable Large Employers member must file Form 1094-C and Form 1095-C for each employee with the IRS on or before February 28 (March 31 if filed electronically) of the year immediately following the calendar year for which the offer of coverage information is reported. The 6056 returns required to be filed for the 2015 calendar year must be filed no later than February 29, 2016, or March 31, 2016, if filed electronically.

TO DO: Contact your insurance broker to review your requirements and your payroll provider regarding the filing.

As the primary HR Consulting firm for small and mid-sized employers throughout Southern California our goal is to support the growth of your business and navigate the challenges that can prevent you from accomplishing your objectives. HR Alternatives has been solving workplace issues since 1993.