

HR News for California Business Leaders



December 2016

Understanding the Legalization of Marijuana and Your Workplace Drug Policy

California's proposition 64 passed and legalized the recreational use of marijuana by adults. Should employers modify their drug policies?



In our article, Lauren Sims explains that although no changes are mandated, communication with your employees and supervisor training are strongly recommended.

[Link to Full Article](#)

It is Time to Consider Implementing a PTO Program?

Attracting and retaining great employees requires businesses to remain competitive. One method that we endorse is to implement a PTO (Paid Time Off) as an employee benefit.

Lauren Sims' article discusses the advantages a PTO plan for your business.

[Link to Full Article](#)

Tips on Complying with OT Regulations



Unlike many states, California has perhaps the most burdensome overtime regulations, including the calculation and maintaining proper documentation.

This article explains overtime calculations and the required documentation for employees not controlled by a union bargaining agreement or a special wage order.

[Link to Full Article](#)

HR News Briefs / Alerts

New I-9 Form

The U.S. Citizenship and Immigration Services (USCIS) released the new form I-9 on November 14, 2016. All businesses are required to switch to the new form starting January 21, 2017.

[USCIS](#)

New IRS W-2 Filing Deadline

The IRS is reminding employers of the new filing deadline of January 31, 2017 for W-2 and 1099-Misc forms. In the past, employers typically had until the end of February if filing on paper or March if filing electronically.

[IRS](#)

EEOC Issue Final Guidance on Retaliation in the Workplace

As we reported earlier this year, the EEOC has expanded their definition of what retaliation conduct is a protected activity and subject to their enforcement.

The author of this article provides business leaders and HR professionals with a clear understanding the EEOC two prong retaliation test and lists several examples of those areas that should be understood, especially by your supervisors to avoid EEOC action

[Link to Full Article](#)

Department of Labor - Updated Guidelines

In its first comprehensive changes in 30 years, the [Occupational Safety and Health Administration](#) has updated its Guidelines for Safety and Health Programs to reflect "changes in the economy, workplaces, and evolving safety and health issues".

[Health & Safety Audit Tool](#)

Do you have an HR question or require tactical and strategic HR support or planning? Call us today for a no obligation consultation.

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