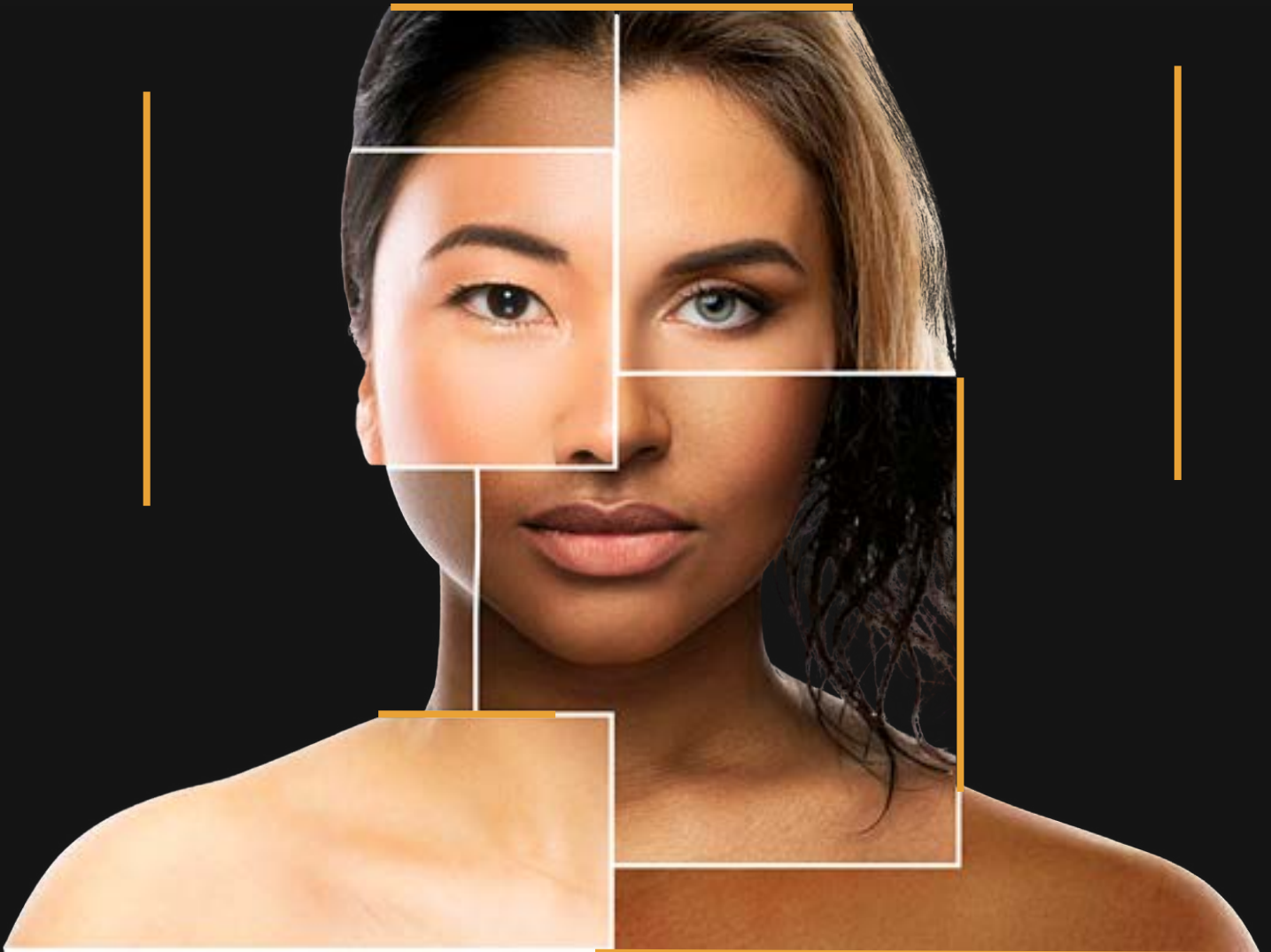


HEADS UP!

HR NEWS YOU NEED TO KNOW

INTERNATIONAL WOMEN'S HISTORY MONTH



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EXPANDED PROTECTIONS FOR PREGNANT & NURSING WORKERS

At the end of 2022, President Biden signed a massive federal spending package into law for 2023 that included measures to expand provisions for pregnant and nursing workers.

Effective, June 15, 2023, employers with 15 or more employees must provide temporary reasonable accommodations for workers with medical conditions related to pregnancy and childbirth under the Pregnant Workers Fairness Act (PWFA).

PWFA requires employers to treat temporary limitations arising from pregnancy and childbirth, in the same manner, they would a regular disability under the American Disability Act (ADA).

Under the Protections for Nursing Mothers (PUMP) Act, employers with 50 or more employees must expand lactation accommodations to salaried employees, if not already doing so. All the same requirements under the current lactation accommodation law, such as providing a reasonable amount of time to express breast milk and a private room, other than a bathroom, with a locked door, shielded from view apply to the PUMP Act.

If your accommodation and lactation policies haven't been updated recently, our HR Ambassadors would be happy to help you become compliant.

MEAL BREAK VIOLATIONS

Among the top lawsuits employers continue to face are violations of meal break periods.

With a significant number of companies still working in a remote or hybrid environment, tracking who has or has not taken their meal break(s) can be challenging. However, there are ways to ensure that your employees take their entitled breaks.








- Install software on company-issued computers and devices that prevent logging in during an employee's meal break. After all, they should not be working or doing anything that may create an appearance they are working.
- Ensure your timekeeping system tracks missed meal breaks and notifies the employee and their manager.
- Have employees sign an attestation stating they have taken their 30-minute uninterrupted meal break. In the event employees do not take or miss their meal break, they still must sign this form stating why they missed or did not take their meal break. These signed attestations are very useful to employers who may find themselves defending a meal break violation lawsuit.
- Train your managers to address and counsel employees who do not take their meal breaks. Nipping this in the bud quickly is key.





Spring has sprung and it's time to do some spring cleaning!

As we move in and out of seasons, it is always a good time to look at your organization and take inventory. Spring is an excellent time to look internally at company and HR policies and processes. Here is a checklist of some items our HR Ambassadors review during the Spring season:

| | |
|---|--|
| <p>Policies and Processes</p>  | <p>Ensure these are up-to-date, relevant and contain any new details from laws passed in the current year.</p> |
| <p>Employee Files</p>  | <p>Do you have them? Are they compliant? Do documents need to be removed and placed in a separate appropriate folder? Do they include the information that must be contained in an employee file?</p> |
| <p>Sexual Harassment Training</p>  | <p>Have new hires and/or those promoted to manager received their mandatory sexual harassment prevention training (this must be done within 6 months of their date of hire or promotion)? If not, now is the time to get them trained.</p> |
| <p>Employee Handbooks</p>  | <p>These should be reviewed each year. In case you haven't had a chance to do this, now is the perfect time to ensure it is up-to-date.</p> |
| <p>Performance Evaluations</p>  | <p>If evaluations were not administered at the end of the previous year, doing performance evaluations in the first quarter of the new year is an ideal time to do this. Doing it in Q1 of the new year ensures performance wins or misses are still fresh in your mind.</p> |
| <p>Job Descriptions</p>  | <p>When were these last reviewed and refreshed? We often forget that job descriptions are living documents. They are not one-and-done! Just as your business grows and changes so do your employees' responsibilities. Let's make sure this is reflected in their job descriptions, so we all understand growing expectations.</p> |

Our HR Ambassadors can help you with any or all of these. Give us a call or email us, we'd be glad to help with your Spring cleaning.

