

March-19

## **Overtime Wage Payment Compliance: Avoiding Lawsuits and Liability**

The Fair Labor Standards Act (FLSA) requires employers to pay non-exempt employees' wages that are at least equal to the federal minimum wage rate. Employers must also compensate their employees with overtime pay for any hours they work over 40 during a workweek at a rate of one and one-half times their regular wage rate.

# FLSA

### **Overtime Pay – Common Mistakes to Avoid**

- Misclassifying employees**
- Miscalculating total compensation**
- Failing to account for all work hours**
- Refusing to pay for unauthorized overtime work**

## **Compliance Spring Cleaning**

Do you have old paper files? Not sure what you can or cannot shred? The 2HB Solutions team can help you with document retention and destruction.

Spring is a great time to declutter – not just your house (or in my case the garage!) but also your office.

We often find that clients are unsure what is safe to shred or how long they need to keep certain documents.

We are happy to come out and together go through all of the paperwork that is clogging your file cabinets and taking up space.

**Call Laurie Miller at 815-871-7042  
or email her**

## **HIGHLIGHTS**

### **OVERTIME PAY**

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- Overtime pay is one and one-half times the employee's regular wage rate for any time worked over 40 hours during a workweek.
- Overtime payment exemptions are very specific, and all requirements must be satisfied.
- Compensable time includes any time an employee is required or permitted to work, as well as any time the employee is on duty or at a prescribed workplace.

**2HB Human Resources  
& Benefits Solutions  
Services**

Free Benefits Admin System  
Web-based Enrollment  
24/7 HR Hotline  
Free ACA Reporting  
DOL Compliance Audit  
Employee Handbooks  
Interim HR  
Free COBRA Administration  
Payroll  
Medicare 411  
Retiree Insurance  
Medical  
Dental  
Vision  
Life/STD/LTD  
College Debt Repayment  
Programs  
Executive Carve-Outs  
Compliance Support  
Employee Handbooks  
Wellness Programs

**Client Kudos**

***The March 5, 2010 2HB  
Spring HR & Benefits  
Seminar saw record  
attendance!***

***“Your staff Laurie  
should be very proud,  
today’s seminar was  
excellent – Best Ever!***

Make sure you are on the mailing list - Please feel free to contact Laurie Miller at 815-871-7042 or email [Lmiller@2HBSolutions.com](mailto:Lmiller@2HBSolutions.com)

# **Legalized Marijuana and Employment: Off Duty Use and Drug Testing**

While all marijuana use remains illegal under federal law, most states have enacted laws that allow certain uses of marijuana or a marijuana derivative. None of these laws place any restrictions on an employer’s right to administer drug tests or to prohibit their employees from using or being under the influence of marijuana at work or during work hours.

**State Marijuana Laws do NOT affect Employers’ rights to:**

- Prohibit employees from using marijuana at work or during work hours.
- Prohibit employees from being under the influence of marijuana at work or during work hours.
- Require employees or applicants to undergo drug testing.

**State Marijuana and Other Laws MAY:**

- Require employers to make reasonable accommodations for an employee’s off duty marijuana use
- Prohibit employers from discriminating against employees based on off-duty marijuana use.
- Impose employer requirements for workplace drug testing policies.

**At 2HB we’ve been assisting our clients with updating their employee handbooks to address this growing issue.**



## **Workplace Violence – Prevention & Response**



**Based on the Response to our March 5, 2019 Workplace Violence & Response session – 2HB Solutions will be hosting a two-hour – hands-on training to deal with active shooter situations.**

If you would like to be included on the invitation list (attendees are limited to the first 15 to sign up) please email Laurie Miller at [LMiller@2HBSolutions.com](mailto:LMiller@2HBSolutions.com).

Date and Time to be determined.

This is a hands-on demonstration to deal with armed attackers.

## **Do Your Employees Appreciate Your Benefit Package?**

You are spending hundreds of thousands or maybe even millions of dollars providing a benefits package to your employees. Do they understand the value of the benefits? Do they appreciate the benefits package?

A Total Compensation Statement – Provides Both Salary and Benefit compensation information.

At 2HB Solutions – we provide Total Compensation Statements for our clients free of charge. This includes:

- Total Compensation Statement – Detailing All Forms of Compensation Received
- A Detailed Chart that describes the comprehensive benefits package provided for the employee and his or her family
- Benchmarking Vs. Other Similar Employers

The Total Compensation Statement helps employees understand the investment that the employer has made in them—that it is much greater than just their wages. The many benefits offered supplement regular earnings with the intention of ensuring that all of the employee needs are being met.

The personal benefit statement and chart illustrate the total value of the employee benefits package. This is a great way to show the employee how much the employer appreciates their continuous contributions to the success of the company.



**"We are catalysts and connectors." We help your business get things done and we connect you and your team to the resources that drive success. " Laurie S. Miller, MBA President 2HB**

We work with **overburdened** employers to manage compliance, drive down costs and engage employees. **Contact Laurie Miller - [Lmiller@2HBSolutions.com](mailto:Lmiller@2HBSolutions.com) 815-977-3496 #201**

## **HR Hotline & MyWave Connect**

**2HB Clients have 24/7 Access to Compliance Resources at our HR Hotline. The hotline is staffed by HR professionals available via phone or email. Topics include:**

<b>Employee Benefits</b>	<b>Leaves of Absence</b>	<b>Federal Compliance</b>
<b>State Employment Law</b>	<b>Wage and Hour Issues</b>	<b>Discipline</b>
<b>Terminations</b>	<b>Recruiting and Hiring</b>	<b>Employee Relations</b>
<b>Workers' Compensation</b>	<b>Investigations</b>	<b>Performance Management</b>