

OURERC A LOCAL BUSINESS NEWSLETTER

Powered by Employer's Resources of Colorado

FEBRUARY 2020

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With Valentine's Day right around the corner, we thought this little tip might just be the friendly HR reminder you need.

Workplace romances may lead to accusations of poor judgement, favoritism, ethics violations, poor company morale, sexual harassment claims and more. ERC Colorado recommends taking precautions when considering workplace romances. Consider requiring employees to sign contracts stating the relationship is consensual and that the employees are aware of the companies sexual harassment policies. If you have any questions concerning this topic, please contact ERC HR department and allow us to advise.

ERC W2 INFORMATION

Electronic W2 for employees have been sent out. If employees had previously registered for an electronic copy of their W2, they will have received an email.

If they did not register prior to 1/2/20 for this service, then their W2 will be mailed, postmarked no later than 1/31/2020. Employees do have the ability to register for an electronic copy for next year now, if they so choose.

As a reminder, anyone who has had an address change which was not updated before January 20, 2020, will have their W2 mailed to their address on file.



As in other years, employees or former employees who have moved and neglected to tell us before the W2s were issued, have reprinting options per IBF and their Reprint Center.

- Typically, the postal service will not forward W2s since they are considered government documents.
- If it is not returned to us and a copy is needed, the W2 information will be available on MyERC for GB and DNet for all others. I am researching whether I can put the GB W2s on DNet but do not have an answer as of yet.
- Sometimes the undelivered W2 will be

returned to us and sometimes not. If it is returned to us we can (if management allows) resend the W2 to the employee.

- Have the employee contact the Reprint Center for another copy. They can go to <https://www.w2copy.net/register.php>
- They will not need a Company Code as that relates to the eW2 capability which is no longer available 2019 W2s.
- They may see a notice that the registration is over but again that relates only to the eW2 capability automatic notification which is not available.
- Once they register, they can order the reprint to be mailed or faxed to them.
- The fee for ordering a reprint in this process is \$9.95.
- They can call 800-668-9946 Reprint Center and order one for \$12.95 to be delivered by mail or by fax.

The employee can make the fee payments via credit card.

FAQ:

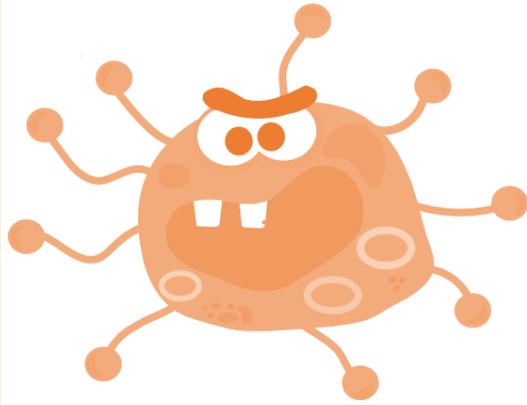
- ⇒ If an employee requested to have a paperless W2 via the W2Copy site with SOLV, they will not receive a mailed W2.
- ⇒ That does not mean if they are registered on the W2Copy site, that they have chosen a paperless paper.
- ⇒ The W2s are being dropped in the mail and will be postmarked by 1/31/20.

THE CORONAVIRUS

The Coronavirus is a rapidly evolving virus that has been found in many parts of the world. ERC would like to inform employers that taking proper precautions of the virus can ensure the safety of your workplace and save lives. Companies with international business travelers should consider having employees being tested for the virus before returning to work. This virus is extremely dangerous and all precautions should be taken.

What is the Coronavirus?

In order to keep the Coronavirus information direct and factual, ERC referred to the [CDC](#) for their exact explanation. 2019 Novel Coronavirus (2019-nCoV) is a virus (more specifically, a [coronavirus](#)) identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China. Early on, many of the patients in the outbreak in Wuhan, China reportedly had some link to a large seafood and animal market, suggesting animal-to-person spread. However, a growing number of patients reportedly have not had exposure to animal markets, indicating person-to-person spread is occurring. At this time, it's unclear how easily or sustainably this virus is spreading between people.



What are the symptoms?

According to the CDC, symptoms can include fever, cough and shortness of breath. Individuals may have a range of symptoms; some mild and others leading to severe illness and possibly death. If any of your employees show these symptoms,

ERC recommends sending them to a Doctor immediately. Be sure to remind your employees to wear masks when exhibiting symptoms and to be mindful of other employees.

Prevention is key

As of now, there is no vaccine to prevent Coronavirus. The best prevention is to avoid being exposed to this virus. The CDC recommends the basic prevention techniques to prevent the spread viruses, including:

- ◆ Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- ◆ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ◆ Avoid close contact with people who are sick.
- ◆ Stay home when you are sick.
- ◆ Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- ◆ Clean and disinfect frequently touched objects and surfaces.



How to proceed if you show symptoms:

- ⇒ Seek Medical care immediately
- ⇒ Stay home except to get medical care
- ⇒ Separate yourself from other people in your home.
- ⇒ Wear a facemask
- ⇒ Wash your hands often

ERC recommends educating your employees on the symptoms, prevention and how to proceed if you show symptoms. Business travelers who visit areas where the virus maybe spreading can often bring these viruses back to the workplace. Be sure to take all precautions when traveling. Proper education can lead to early detection.

If you have an employee that has the coronavirus and need help directing time off or other HR questions, please reach out to the ERC team. We are happy to advise on the topic.

Save Money and Time by Improving Company Meetings

Companywide meetings can often be quite inefficient. Ineffectively run meetings can cost companies hundreds of thousands of dollars each year. Often times, poorly managed meetings can lead to managers quitting or proving incapable leading to more company turn over. ERC provides consulting services for companies that would like to save more company time and improve their meetings. ERC specifically offers consulting services for recruiting, strategic planning and project management. ERC has developed these tips to help with overall business meeting structure.



To save time and money, always meet with a purpose. Simple idea? Yes, but easier said than done. Meetings that reflect strong opportunities to educate and communicate

Before the Meeting

- Create a meeting agenda. Clarify exactly what you are trying to achieve and following the meeting agenda to group focus.
- Only involve necessary people. Meetings cost companies lots of time and money. Consider if the person is necessary to accomplish the goal or purpose before including them.



- Allow others to prepare. If you are having a meeting, provide the agenda to the other meeting members. This will allow them to generate ideas and talking points as well.

During the Meeting

- Always start on time. Shut the door when the meeting has officially started to minimize distractions.
- Take notes. Find someone to take notes in the group. This will minimize the distractions and allow for better follow up post meeting.
- Get to the point. If you have a clear agenda, follow your agenda in a timely manner for

better efficiency.

- End with action. At the end of the meeting, define the next steps. Let individuals know their tasks and how to properly move forward to accomplish the preset goals.

After the Meeting

- Send meeting notes. Never wait longer than 24 hours to send notes after a meeting. Notes allow individuals to know their next action steps and help everyone remain accountable.
- Manage a follow-through process. Put your steps into action and hold individuals accountable for their part in accomplishing your meeting goals.

Remember, meetings cost companies money and time. Be effective, efficient and relevant. Meet with a purpose. ERC Colorado has meeting guidelines, termination meeting guidelines and other consulting services available. ERC offers consulting services for recruiting, strategic planning and project management. If you feel your company could benefit from ERC Consulting please reach out. We want to help you maximize the success of your business.

DID YOU KNOW?

COLORADO SPRINGS WAS RATED #12 IN THE UNITED STATES ON THE FORBES LIST OF BEST PLACES FOR BUSINESS AND CAREERS

Have Questions? We are here to help!

Want to see specific topics covered in the monthly newsletters? Let us know.



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