OURERC A LOCAL BUSINESS NEWSLETTER

Powered by Employer's Resources of Colorado

RETIREMENT PROGRAM

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CLOSED: NOVEMBER 26 & 27 FOR THANKSGIVING

LIVE WEBINAR TRAINING

ON NOVEMBER 19TH, BILL CASTREY WILL BE HOSTING A LIVE WEBINAR TRAINING ON BLOODBORNE PATHOGEN: SAFETY & RISKS. FOR MORE INFORMATION EMAIL WCASTREY@ERCCOLORADO.COM

Do you have a retirement program for your employees? In not, the auto-IRA program deductions are set to begin mid-year 2021 when the law goes into effect.

In June, the Colorado Secure Savings Program, contained in Senate Bill 200, passed to ensure that workers at businesses with 5 or more employees have access to an Individual Retirement Account (IRA) funded through automatic payroll deductions. Workplaces not currently providing a retirement savings plan will have to offer a new one administered by the Colorado state treasurer under the direction of an advisory board.

Employers with fewer than 5 employees and employers in business for less than 2 years do not have to participate. Employees 18 years and older, who have worked at least 180 days and earn wages that are taxable in Colorado, will be automatically enrolled and will have to opt out if they do not want to participate. The default rate that will be withheld from each paycheck will be 5 percent with an auto escalation each year. Participants will be able to change the percentage withheld after enrolled.

The program will be rolled out in a phased program starting with employers with over 100 employees. However, a company does not have to wait for the program to begin and can start their own IRA program before the law applies to them.

There are many details to the program that the advisory board has yet to develop and/or release, but ERC will continue to monitor the legislation and provide updates when information is available.

IMPORTANT REMINDER

Almost that time again! Holiday Savings Account checks with be mailed out

November 20. If an employee has moved and not updated their address with ERC they may not receive their holiday savings checks on time. Please remind employees to update their addresses.



If an employee needs to update their address, please have them complete the "Personal Information Change Form" on the ERC Website

SAFETY ALERT

Safety Alert: Skipping this safety step could cost your serious money.

OSHA is issuing \$175k fine to a company in Indiana for not following proper safety precautions. The Indiana company knowingly bypassed a safety latch on a crane hook and is now in violation of the OSHA rules and regulations. By not properly using this safety latch, it exposes workers to struck-by hazards. The company also failed to; use danger tags to identify threats caused by struck-by hazards from unlabeled controls on a crane, conduct periodic inspections of cranes, conduct crane rope inspections, and get an in-house, fabricated lifting device certified for safe use.



Close to 75% of all stuck-by fatalities involve heavy equipment such as cranes. Be sure to use all safety techniques and stay in compliance. If you have any questions regarding safety, please reach out.

Your ERC Safety Team is always happy to help and advise.

COME LEARN TO LEAD WITH US

A great leader is never done learning!

Here at Employer Resources of Colorado (ERC) we know success depends on the strength of leadership within your organization. That's why we're always looking for ways to invest in your skills and help your organization continue to lead to success.

Beginning in early 2021, ERC we will be offering a 6 week Manager's Basic Training program for those within your organization. If you have new managers, supervisors or seasoned leaders who want to revisit these basic management skills, this program is for you! ERC believes in helping our clients move their business to the next level. The training is interactive, informative and serves as a revisit of basic management skills that will allow you to better meet daily challenges in the workplace and build a growing, healthy environment.

These skills are the foundation from which to develop even more advanced practices in management and leadership, and will focus on the following key areas of development over a 6 week period:

- ⇒Problem Solving and Decision Making
- ⇒Planning
- ⇒ Delegation
- ⇒Internal Communications
- ⇒Meeting Management
- ⇒Managing Yourself



All participants will be expected to attend a weekly live group training session with Marc Lassiter, HR Manager with ERC. Each session is approximately 1 hour in length. The course takes you through each module weekly, with expectations of the participant to complete weekly assignments and have debriefing meetings with their direct manager. It will be expected that during these debriefing meetings, the participant will discuss his/her progress, completed assignments, what you gained from the module, and how you plan to implement these skills into your everyday management style.

Upon completion of this course, all participants will complete a 360 Refined Leadership Self-Assessment and Leadership 2.0 book. The assessment will show each participant where their leadership skills stand today and what you can do to begin maximizing what you learned from the Managers Basic Training. If you are interested in having one of your leaders join this 6 week program, please e-mail Marc Lassiter, HR Manager, ERC at mlassiter@erccolorado.com

ERC's way of investing in the Continuing Professional Development of your leaders!

COLORADO UPDATES PAID SICK LEAVE PROVISIONS FOR 2021

Recently, Colorado Gov. Jared Polis signed the e(HFWA). Certain provisions of HFWA will go into effect January 1, 2021. HFWA will be phased in during a two-year period. Starting January 1, 2021, employers with 16 or more employees will be covered by the paid sick leave requirements. On January 1, 2022, all employers in Colorado, excluding the federal government, will be required to provide paid sick leave.

EMPLOYERS MUST PROVIDE UP TO 48 HOURS OF PAID SICK LEAVE PER YEAR



Employers who are covered by the law must provide their employees a minimum of one hour of paid leave for every 30 hours worked, up to 48 hours per year. Employees may use paid sick leave as soon as it accrues and must use it in hourly increments. Employees may carry over up to 48 hours per year, but the employer need not allow use of more than 48 hours of paid sick leave per year. These are minimums—an employer may have more generous provisions at its option

For example, employers may grant all 48 hours at the start of the year. Sick leave must be paid at the same hourly rate or salary as the employee normally earns. The employer has no obligation to pay employees for unused sick leave upon separation or at any other time.

Colorado's New Pay Equity Law 2021

Starting January 1, 2021, Colorado's <u>Equal Pay for Equal Work Act</u> (SB 19-085) will prohibit all employers from discriminating because of sex (including gender identity) — alone or with another protected status — by paying less for substantially similar work in terms of skill, effort and responsibility. Every employer with any employees in the state will have to comply with the law.

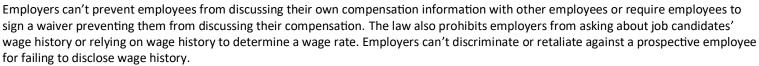
Highlights of the Act

The law aims to increase pay equity and transparency, imposes new notice and recordkeeping requirements, and encourages companies to regularly self-audit their compensation practices.

Pay Equity, Transparency Protections

Employees are protected against sex-based pay discrimination for work requiring similar skill, effort and responsibility. However, the law permits pay differences arising from:

- A seniority system
- A merit system
- A system that measures earnings by quantity or quality of production
- The geographic location where the work is performed
- Education, training, or experience reasonably related to the work
- Travel that is a regular and necessary condition of the job



Job-Posting Notices and Recordkeeping

New notice requirements will help current and prospective employees learn about job opportunities:

- Employers will have to make reasonable efforts to "announce, post, or make known all opportunities for promotion" to all current employees on the same calendar day.
- Each job-vacancy posting will have to disclose the hourly wage or salary, or the hourly wage or salary range, along with a general description of all benefits and other compensation offered.

Employees can report posting violations to the Colorado Department of Labor and Employment within one year of learning of the violation.

Employers must keep records of job descriptions and wage history for each employee while employed and for two years after termination. Employers could face civil fines of US \$500 to \$10,000 per violation of the job-posting or recordkeeping requirements.

Enforcement

The Colorado Department of Labor and Employment will enforce the law, investigate complaints and establish a voluntary mediation service. Employees can also pursue private civil actions and recover up to three years of back pay and double damages. Employers can limit liability for damages by showing the act or omission causing the pay violation was made in good faith. In particular, employers that proactively self-evaluate their compensation practices for disparities could use those audits as a partial defense against a pay equity claim.

TIME CHECK!

Do you have questions about your existing Time Keeping solution with ERC? Would you like to explore how ERC can help with Time Keeping and Compliance? Let our team make your job more time efficient.

Call Darin at 719-448-9009 and schedule an account review, learn about new features and functionality, or even schedule a demo!



