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out of your Human Resource  
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# HR SOLUTIONS 4U MANAGEMENT NEWS

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**“We provide HR  
Solutions 4U....  
So you can focus on  
doing what you do  
best...  
Operating the  
Business.”**

**“Carelessness in  
your employment  
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## Immigration Compliance...

Immigration Compliance is a topic that has moved to the top of the discussion list for employers with all the national attention on the hiring of illegal aliens.

So what does that have to do with your business? You don't hire illegal aliens. Most employers do not knowingly hire illegal aliens and will be in compliance with the Immigration Reform and Control Act of 1986 (IRCA). You are not concerned about criminal charges like money laundering or harboring an alien for illegal advantage. However, if you are in the hospitality, construction, landscaping or agriculture business, you may be targeted for a worksite enforcement inspection, because these industries have historically hired undocumented workers. Carelessness in your employment practices could result in charges being brought against your company. Missing or incomplete I-9 forms can result in fines between \$600 and \$800 per form and missing forms can result in a hefty additional fine of about \$1500 per form for knowingly employing an ineligible person. (Immigration and Customs Enforcement assumes that persons without forms are illegal.)

### What must I do to comply?

Employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. You must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). Employers must keep each I-9 on file for at least three years, or one year after employment ends, whichever is longer. Regular audits of I-9 forms and those responsible for hiring and completing paperwork should be conducted. An Employer Handbook of Instructions for Completing Form I-9 can be downloaded as a PDF from our website at:

[www.hrsolutions4u.com/FederalLawOverview.html](http://www.hrsolutions4u.com/FederalLawOverview.html)

## Disaster Preparation and Recovery...

According to the Small Business Administration (SBA), “getting back to business after a disaster depends on preparedness planning done today. Small business owners invest a tremendous amount of time, money and resources to make their ventures successful, and yet, while the importance of emergency planning may seem self-evident, it may be put on the back burner in the face of more immediate

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concerns. For small business owners, being prepared can mean staying in business following a disaster. An estimated 25 percent of businesses do not reopen following a major disaster, according to the Institute for Business and Home Safety.”

Whether you have one or one thousand employees, it makes good business sense to plan for emergencies. Hurricane season is upon us in the Southeastern U.S. and employers have a heightened awareness of how quickly disaster can occur based on the most recent hurricane Katrina. Virginia has a new website:

[www.vaemergency.com/business](http://www.vaemergency.com/business)

that was recently activated to provide tools for Virginia employers in case of business emergencies. This website, otherwise known as the Virginia Business Emergency Survival Tool Kit, features information and resources to help businesses prevent and reduce disaster-related losses. This site can be used as a planning tool even if your business is not in Virginia. OSHA also provides an eTool to assist small businesses to implement an Emergency Action Plan (EAP) on their website at:

[www.osha.gov/SLTC/etools/evacuation/index.html](http://www.osha.gov/SLTC/etools/evacuation/index.html)

"For the 2006 north Atlantic hurricane season, NOAA is predicting 13 to 16 named storms, with eight to 10 becoming hurricanes, of which four to six could become 'major' hurricanes of Category 3 strength or higher," says retired Navy Vice Adm. Conrad C. Lautenbacher, Ph.D., undersecretary of commerce for oceans and atmosphere and National Oceanic and Atmosphere Administration (NOAA) administrator. Hurricanes cause heavy rains and become tropical systems that can also cause extensive flood damage in coastal and inland areas.

Everyone is at risk and should consider flood insurance protection. **Flood insurance is the only way to financially protect your property or business from flood damage.** Flood insurance is affordable and available through nearly 100 insurance companies in more than 21,000 participating communities nationwide. To learn more about your flooding risk and how to protect yourself and your business, visit the NFIP Web site, [www.floodsmart.gov](http://www.floodsmart.gov) or call 1-800-427-2419.

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## Controlling Workers' Compensation Costs”

Regardless of the industry you're in, the best way to control the cost of workers' compensation insurance premiums is to avoid injury claims. A safe environment, effective safety training and ongoing programs to promote safe work habits are keys to preventing employee injury.

Once new employees are properly trained to perform their jobs safely, it's important to maintain safety awareness. In addition to posting safety reminders in common areas, consider holding workshops or hosting safety seminars to talk in depth about the specific issues affecting workers.

In most states, workers' compensation is "no fault." That means that on-the-job injuries are covered by workers' compensation insurance regardless of the cause of the accident. In other words, if employees are injured on the job due to their foolish or careless

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**Contact Us:**

<http://www.hrsolutions4u.com>  
[information@hrsolutions4u.com](mailto:information@hrsolutions4u.com)

**HR Solutions 4U, LLC**

**P.O. Box 61603**

**Virginia Beach, VA. 23462**

**Tel: (757) 473-0928**

**Fax: (757) 473-0930**

behavior, those accidents are covered by your workers' compensation insurance. This is why it's crucial to promote continuous safety awareness and safe work habits.

Using the proper industry classification codes for your employees is another important factor in controlling workers' compensation rates. More than 600 different codes identify professions with the greatest risk of on-the-job injury and a common mistake employers make is to classify their entire staff under a single code. Needless to say, few companies employ a single type of employee to run a business.

Another common but easily avoided classification error is to assign the code of office clerk to all administrative personnel. Not all administrative personnel perform the same job duties, and there are different classifications that carry different levels of risk. A file clerk, for example, typically doesn't use a keyboard. A data entry clerk, on the other hand, generally sits in front of a keyboard and a computer all day long — and runs a much higher risk of carpal tunnel injury.

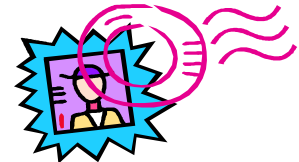
To be certain you're classifying employees correctly, use the most up-to-date classification code book for your state, and thoroughly familiarize yourself with the appropriate codes for your employees.

Information on the Workers' Compensation can be obtained from:

[www.dol.gov/esa/owcp\\_org.htm](http://www.dol.gov/esa/owcp_org.htm)

This Newsletter, which is prepared by HR Solutions 4U, LLC, is not designed to render legal advice or legal opinion. Such advice may only be given by a licensed, practicing attorney, and only when related to actual factual situations. Such matters should always be checked out with the company's corporate counsel.

HR Solutions 4U, LLC  
P.O. Box 61603  
Virginia Beach, VA. 23466



**Attention: Owners, Managers, Supervisors**