

2017 November Newsletter

Holiday Season

With the holiday season approaching, many companies celebrate with an employee holiday party. As the planning begins, keep in mind the suggestions below to limit your liability;

- Hold the party off-site and away from the office. If the party is at a hotel, arrange for a block of rooms at a discount.
- In pre-party communications, notify employees that they must limit their consumption. Use coupons for drinks; do not have an open bar.
- Serve food throughout the party; stop serving alcohol one hour before the party ends. Provide plenty of nonalcoholic beverages.
- Hire a professional bartender; do not have an employee act as bartender and do not have employees and guests pour drinks themselves. Professional bartenders are trained to recognize if an employee or guest has had too much to drink.
- Ask managers to be on the lookout if an employee or guest appears intoxicated and arrange transportation for them.
- Don't make drinking the focus of the party. Plan on other entertainment to keep employees and guests occupied.
- If you have any minors in the workplace, make sure they are not drinking and that if they do, they will be subject to disciplinary action up to termination.
- Communicate available transportation such as taxis, Uber or Lyft will be available for employees or guests who should not be driving, and the company will

The end of the year is a great time to celebrate accomplishments throughout the year and the holiday season. With the above guidelines, employees will be able to enjoy a festive and safe holiday party.

2018 401(k) Limits

The Internal Revenue Service recently announced the following 2018 limits for 401(k) Plans;

- Maximum Salary Deferrals - \$18,500; up from \$18,000 in previous years
- Catch-Up Deferral (if age 50 or older by year end) - \$6,000; up from \$5,500 in previous years
- Annual Compensation Limit for calculating contributions - \$275,000
- Defined Contribution Limit, all sources - \$55,000 (not including catch-up deferrals)

Flu Shots

The Center for Disease Control estimates that, on average, 5 percent to 20 percent of U.S. residents get the flu each year and more than 200,000 are hospitalized. November is the best time to get a flu shot. Most benefit plans consider a flu shot preventive, so employees can receive them at no cost. Now is a good time to remind your employees before flu season begins!

For assistance in 401(k) plan designs, communications, or any of the above items, please contact info@humanresourcesolutionsllc.com

"When we give cheerfully and accept gratefully, everyone is blessed." – Maya Angelou