

2017 December Newsletter

Sexual Harassment Prevention

Sexual harassment and misconduct has now become a continuous theme of news coverage, with new allegations emerging on a weekly and sometime daily basis. In the past seven years, U.S. companies have paid more than \$295 million in public penalties over sexual harassment claims, according to the Equal Employment Opportunity Commission (EEOC) records. This amount does not count all private settlements. Regardless of the size of your business, you should ensure that all employees are aware of what constitutes sexual harassment, the company policies, and who to report any concerns. Sexual harassment is defined as;

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Does your company have the proper training and education in place for employees? Are employees aware of the policies?

Human Resource Solutions, LLC can help draft or revise your current harassment, including sexual harassment, and discrimination policies. We can also train your managers and employees regarding your expectations to maintain a workplace free from any type of harassment and discrimination. You may contact us at info@humanresourcesolutionsllc.com

Year-End Reminders—Don't forget to send out a reminder to your employees requesting them to verify their addresses with your payroll processor. Their address on file as of 12/31/17 is typically the address used on their 2017 W-2 mailings that are distributed in January.

More 2018 limits Announced

Benefit	2018	2017	Notes
Social Security taxable maximum	\$128,400	\$127,200	No limit on Medicare
Health Flexible Spending Account	\$2,650	\$2,600	
Dependent Flexible Spending Account	\$2,500	\$2,500	
Qualified Transportation Benefits	\$260	\$255	Transit passes, Van Pooling, and Parking
HSA Contribution Limits for Employee Only	\$3,450	\$3,400	Total Employer + Employee Contributions
HSA Contribution Limits for Family	\$6,900	\$6,750	Total Employer + Employee Contributions
HSA Catch-up	\$1,000	\$1,000	No Change

For assistance in sexual harassment prevention policies and training, benefit limits or any of your human resource needs, please contact info@humanresourcesolutionsllc.com

“Travel not for the destination, but for the joy of the journey.” – Sir Joseph Fresco



Wishing you safe travels and happy holidays!

This newsletter is intended to provide general guidance about recent topics in Human Resources. It is not a legal opinion. For answers to your specific questions, please consult with counsel.