

2018 March Newsletter

Employee Safety and Active Shooter Policy - Recent national tragedies remind us that the risk is real: an active shooter incident can happen in any place at any time. Providing information to employees and mentally rehearsing what to do in an active shooter situation can help when every second counts. Preparation is essential.

Employers should communicate to employees what to do in an emergency or active shooter situation. Good practices for coping with an active shooter situation include;

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her
- Turn your phone on mute so the active shooter is not aware of your location in case you receive a phone call/text
- CALL 911 WHEN IT IS SAFE TO DO SO

Employer Responsibilities include:

- Conduct effective employee screenings and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counseling services available to employees
- Develop an Action Plan which includes policies and procedures for dealing with an active shooter situation, as well as after action planning
- Implement and communicate an Active Shooter Policy

Emergency Contact Information – Employers should have an emergency contact for employees and periodically request updates. Employees could complete a form or enter directly into your Human Resource system.

2018 W-4 - The IRS recently released the 2018 W-4 with the new tax tables. It is not required that all employees complete one but with the new tax laws, you may want to encourage your employees to review their elections.

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Upcoming Deadlines

Mar 31: EEO-1. Employers with at least 100 employees or Federal government contractors and first-tier subcontractors are required to file EEO-1 survey annually with the EEOC.

Apr.1: New ERISA Claims Procedures for Disability Benefits. Disability plans must be updated with new regulations intended to ensure the independence and impartiality of plan decision-makers when determining disability benefit claims. Your plan document, summary plan description and claim and appeal denial notices should be updated and communicated.

For help with any of your human resource and benefit needs, a free one-hour consultation or information on any of the above items, please contact info@humanresourcesolutionsllc.com

To access more information regarding the FEMA Active Shooter Guidelines, an Emergency Contact form or the 2018 W-4, go to www.humanresourcesolutionsllc.com

"Luck is a matter of preparation meeting opportunity." 

Lucius Annaeus Seneca

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 legal counsel.