



# HR Bulletin

December 9, 2014

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## Are You Ready for 2015?

It's hard to believe that we are quickly approaching the end of another year. January 1<sup>st</sup> is just around the corner and with it comes many new laws that will affect your workplace. If you are a handbook client of Sierra HR Partners or Fishman Larsen Chaltraw & Zeitler (FLCZ), you will have the opportunity to learn all about the new laws and court rulings in an in-depth training session offered this month at FLCZ on December 17 or 18.

*A few changes you can expect going into 2015, include:*

- Paid Sick Leave law that requires notifying employees of their rights via an employment poster and pay notice effective January 1<sup>st</sup>
- Fair Employment and Housing Act (FEHA) amendment that protects unpaid interns and volunteers from harassment and discrimination
- Sexual Harassment Training that includes prevention of abusive conduct, also known as bullying. (Sierra HR Partners will be updating our Harassment Prevention training workshops to comply with this new requirement.)

## HR Audit

As a valued HR Business Partner, we encourage you to engage Sierra HR Partners to conduct a comprehensive audit of your employment policies and procedures to ensure legal compliance and best practices. This consultation takes approximately two to three hours to meet with one of our certified consultants at your place of business to review and discuss personnel files, Form I-9, hiring, performance management, terminations, training, timekeeping and pay, employee classifications, paid time off, leaves of absence, safety, required notices/posters and other key policies.

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## HR Audit (cont'd)

Following the completion of the HR audit, you will be provided with a report highlighting our findings and recommendations. We look forward to partnering with you on this project whether it's your first audit or it's been a few years since your last.

## Events Calendar

- ❖ **2015 Handbook Legal Updates and Training – December 17th OR 18th from 9 a.m. – 12 p.m.**  
Email [receptionist@flcz.net](mailto:receptionist@flcz.net) or call (559) 256-5000 to register!
- ❖ **Our office will be closed 12/24 at noon through 12/26 for Christmas.**
- ❖ **Our office will be closed 12/31 at 3 p.m. through 1/1 to celebrate New Year's Day.**

*We wish you and yours a wonderful holiday season, and we look forward to working with you in 2015!*

Happy  
Holidays

## Sierra HR Partners Team

Sierra HR Partner's team of certified professionals are here to support you in the areas of legal compliance, training, recruitment, handbooks, audits, policy development, job descriptions, performance evaluations, compensation, terminations, and related employment areas.

*Reminder that as an HR Business Partner you are entitled to:*

- ❖ Unlimited phone consultation by certified HR consultants (M – F)
- ❖ Free monthly LBBB seminars for designated representative
- ❖ HR bulletins covering breaking employment news and employment best practices
- ❖ Discounted rates on projects

Contact us at (559) 431-8090 or toll free 1-844-431-HR4U (4748).

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