

Good Morning Director,

I am writing to begin the discussion surrounding the passing of the Pregnancy Workers Fairness Act (PWFA). This act is going into effect on June 27th, 2023, and we will need to make sure that our organization is in compliance with it. The important item to note about this piece of legislation is, we must be sure that we provide reasonable accommodations to employees who are experiencing limitations related to pregnancy, childbirth, or other related conditions unless the accommodation will cause an undue hardship that we can clearly identify as something that would cause significant difficulty or expense.

To properly prepare the organization for the implementation of this legislation, I recommend we first conduct a review of our current internal HR policies. We need to identify first, do we need to make any updates to these, and if so, what updates would be appropriate in order to ensure compliance with this act. Once we have identified and made any potential updates to our policy, it will be important to communicate these updates with all staff in our organization, to ensure transparency for our employees so that they are aware of their rights, and to ensure that managers are aware of what will be expected of them in their roles.

At the same time we communicate these updates to managers, it may be beneficial to communicate formal training sessions for them to attend on this, so that they can ensure they understand these new updates, and so that we can answer or direct any questions they may have. Lastly, to show our department's commitment to our managers and employees, it may be a good idea to have a six-month follow up call with them, to answer any questions post-implementation, and review and further ensure compliance with the new law. To further reinforce our commitment to compliance, we may also direct staff to our compliance reporting system if they notice any possible breaches in compliance when it comes to this law or any law. Let me know your thoughts or if you would like to schedule time to discuss this further.

Austin Simons, PHR

Human Resources Generalist

ABC Company