

# Payrollnews

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## Guidance on Workplace Harassment from the EEOC

The U.S. Equal Employment Opportunity Commission (EEOC) recently released *Promising Practices for Preventing Harassment*, a guidance document for employers, with recommendations and actions you can take now to prevent and address harassment.

“Failing to develop and implement an adequate anti-harassment policy and complaint procedure” is a mistake you can’t afford to make. At **Data Management Payroll Services**, we can process your payroll and keep you in compliance.

The document clearly states, “Although these practices are not legal requirements under federal employment discrimination laws, they may enhance employers’ compliance efforts.”

When issues arise in the workplace, five core principles have been identified to be “generally proven effective in preventing and addressing harassment.”

Check out the four categories to help prevent harassment from occurring – and how to address complaints, effectively, if it does.

### Leadership & Accountability

Senior leaders must maintain a workplace culture in which harassment will not be tolerated, and ensure that concerns or complaints are addressed

### Five Core Principles for Success

- Committed & engaged leadership
- Consistent & demonstrated accountability
- Strong & comprehensive harassment policies
- Trusted & accessible complaint procedures
- Regular, interactive training tailored to the audience & the organization

appropriately.

Be sure to have a harassment policy that is easy to understand, and regularly communicated to your employees. Engage employees in clear conversation “unequivocally stating that harassment is not tolerated.”

Have an accessible complaint system, regularly communicated to employees, as well as multiple ways for complaints to be registered or addressed.

Regularly and effectively train

all employees, supervisors and managers about the policy, the system and “how to prevent, recognize, and respond to objectionable conduct that, if left unchecked, may rise to the level of prohibited harassment.”

### Comprehensive & Effective Policy

A comprehensive, clear harassment policy is “an essential element of an effective harassment prevention strategy.”

Effective harassment policies are written and include several points noted in the *Promising Practices for Preventing Harassment* document at <https://www.eeoc.gov/eeoc/publications/promising-practices.cfm>

Policies should be clearly written, communicated and provided to all employees upon hire, as well as posted in commonly used areas, in the employee handbook, and during harassment training.

### Effective & Accessible Complaint System

Employers must welcome questions, concerns, and complaints. An effective harassment complaint system encourages early reporting of “potentially problematic conduct.”

It is essential to operate promptly, impartially, and impose

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## Guidance...

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“appropriate consequences for harassment or related misconduct.”

### Effective Training

Ensure that all employees understand “organizational rules, policies, procedures, and expectations, as well as the consequences of misconduct.”

Harassment training must involve employees, supervisors, managers and leaders, and should be repeated and enforced regularly, and also tailored to your specific workplace and your employees.

Effective harassment training includes supplying information that may be requested during an investigation, which may include names, details of the harassment, the location, and any witnesses.

Leadership and accountability with strong harassment policies and complaint systems can be successful, “but only if employees are aware of them.”

For more specific recommendations and all the text, click the source link below for *Promising Practices for Preventing Harassment*, the recently released guidance from the EEOC.

At **DMPS**, we want to help your company succeed. We can keep you up-to-date on recently released guidance, process your payroll, and so much more.

Check out our complete list of payroll processing services, and call us today!

*Source: EEOC's Promising Practices for Preventing Harassment, a guidance document for employers.*  
<https://www.eeoc.gov/eeoc/publications/promising-practices.cfm>

## REMINDER! 2018 Minimum Wage Updates

**T**he Fair Labor Standards Act determines the minimum wage, the lowest rate of hourly pay that can be awarded to workers.

Beginning January 1, 2018, 29 states have a minimum wage higher than the current federal minimum wage, currently at \$7.25.

Please note that there are exceptions to the minimum wage requirements, for example, tipped employees such as restaurant servers.

Click here for the state-by-state listing from the U.S. Department of Labor Wage & Hour Division to learn about the applicable minimum wage laws.

<https://www.dol.gov/whd/minwage/america.htm>

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