



# JSEC News & Notes

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The Capital Region Job Service Employer Committee, or JSEC, is affiliated with a statewide organization known as New York JSEC Incorporated. JSEC involves local companies that provide relevant information to the business community. JSEC proudly serves as an independent advisor to the New York State Department of Labor... while endorsing services to businesses that are available through Workforce New York, the network of One-Stop Career Centers.

## Program Spotlight

**Rensselaer JSEC September 19, 2006**  
**Recognizing Talent:**

### The ADA and Emerging Trends in the Labor Force

Today's labor market requires a strategic recruitment strategy. Throughout the next decade, a company's ability to recruit and manage talent is likely to become the most significant factor for success or failure.

Does your company know how to recognize, develop, and retain all available talent? Many of the underlying ideas of the ADA are not just important for employees with disabilities. They are important for all employees. The human resource practices that underlie the employment guidelines of the ADA are not just about complying with the law or about managing disability. Rather, it encourages practices that will engage the talents of all employees.

The following points will be highlighted during the session:

#### Demographic projections:

- What is our labor market of the near future and how does it impact recruiting talent?

#### Gallup Poll research on employee engagement & organizational success:

- What predicts workplace strength?
- The critical role of management and supervision for employee engagement.
- What are the benefits of building an "ability" work culture?

#### What does employee engagement look like?

- Eight characteristics of an ability-focused organization.
- How does each of these characteristics engage employees with disabilities?

#### Assess the Human Resource practices of your organization:

- Using each of the eight characteristics, assess your own workplace or organization.

#### Guest Speaker

Hannah Rudstam, Ph.D., Employment and Disability Institute, Cornell University

## Saratoga and Adirondack JSEC Merge

The Saratoga and Adirondack JSECs have decided to join forces. Steering Committee members got together this past spring to discuss sharing energy and resources to form one JSEC. Programs will continue to be held at Longfellow's Restaurant in Saratoga and will provide the same high quality informative human resource seminars.

## Steering Committee Changes

### Welcome New Steering Committee Members!

*Schenectady JSEC*

**Cindy Lane**, Adirondack Beverage  
**Nora Shahinian**, Adecco

*Albany JSEC*

**Alexis Graham** - Professional Impact  
**Nicole LaMora** - Transworld Entertainment  
**Jane Schramm** - Guilderland Chamber of Commerce

### Stepping Down

The following JSEC Steering Committee Members will step down this year.

*Schenectady JSEC*

**Jim Morrill**, MVP Healthcare

*Albany JSEC*

**Mike DiGioramo**, Janitronics  
**Lynne Schultis**, SUNY Albany

*Saratoga JSEC*

**Laurie Ross**, Adirondack Trust

*We would like to thank those steering committee members for their service and commitment to JSEC.*

# Mark Your Calendars!!!

**Albany JSEC:** 8:00 a.m. – 10:00 a.m., Albany Marriot Hotel, Wolf Rd. Albany

Sept. 28, 2006 **Hiring and Retaining Older Workers (Italian American Community Center)**  
October 31, 2006 **NDEAM Awards (11:30 a.m. - 1:30 p.m.)**  
November 15, 2006 **Immigration & Employment Eligibility**  
February 14, 2007 **Strategic Management**

**Columbia Greene JSEC:** 8:00 a.m. – 10:00 a.m. [See www.NYJSEC.org](http://www.NYJSEC.org) for locations

September 21, 2006 **ADA & Employment**  
November 16, 2006 **Developing an Accident Prevention Program for Your Business**  
January 25, 2007 **Emergency Preparedness**  
March 29, 2007 **How to Discipline and Discharge without Getting Sued**  
May 24, 2007 **Change Management – How to make it a positive force for your business**

**Rensselaer JSEC:** 8:00 a.m. – 10:00 a.m. Best Western/Rensselaer Inn, 1800 6<sup>th</sup> Ave, Troy, NY

September 19, 2006 **ADA & Employment**  
November 14, 2006 **Legal Employment Update**  
January 23, 2007 **Worker's Comp, Disability and FMLA**  
March 27, 2007 **Performance Management**  
May 22, 2007 **Stress Management Techniques**

**Saratoga-Adirondack JSEC:** 8:15 a.m. – 9:30 a.m. Longfellows Restaurant, Rt. 9P, Saratoga Springs

October 5, 2006 **Healthcare- HRAs & HSAs**  
December 7, 2006 **Nontraditional Sourcing of Employees**

**Schenectady JSEC:** 8:00 a.m. – 10:00 a.m. Kingsway Community- Kingsway Village, 323 Kings Rd. Schenectady

October 31, 2006 **NDEAM awards (11:30 a.m. - 1:30 p.m.)**  
November 21, 2006 **Supervisor's Role in Employee Retention**  
January 9, 2007 **Fit for Work: Pre-Employment and Endurance Testing**  
February 6, 2007 **Building a Diverse Management Team**  
April 10, 2007 **Immigration & Employment Eligibility**  
May 8, 2007 **Soft Skills Training**

**Southern Saratoga JSEC:** 7:30 a.m. – 9:30 a.m. The Chamber of Southern Saratoga County Executive Education Center, 15 Park Ave, Clifton Park

October 18, 2006 **Creating a Winning Business Plan**  
November 15, 2006 **Developing Sound Contracts**  
December 13, 2006 **TBA**

*Subject to change based on speaker availability & accommodations. Please refer to individual monthly announcements for confirmed details.*

## HRCI Credit – Certification of Attendance

Certification of Attendance forms for all HRCI approved JSEC breakfast seminars will now be distributed at the end of each approved JSEC Program. Look for certification of attendance forms on the registration table as you exit the conference room.



# JSEC Scholarships for Area Students

The **Albany JSEC- Don Radley Memorial Scholarship** was awarded to two graduating Albany BOCES-Career & Technical School students this year, Anthony Haas and Robert Hawk. Anthony will be attending SUNY Morrisville in the Fall for auto mechanics and Robert will be attending Johnson & Wales University for restaurant/hospitality studies.

The **Schenectady JSEC** Fall & Spring Scholarships to returning Schenectady County Community College students were awarded to Shang Tseng-Ping, a liberal arts & science student, and

Nicole Stoddard, a criminal justice major.

**Saratoga Job Services Employer Committee and Longfellow's Restaurant**, sponsor the **Carol Hartman Memorial School-To-Work Scholarship**.

This spring the scholarship committee evaluated 11 applicants and awarded 3 scholarships at \$500 each. The winners are Matt Whitney, Morgan Waite and Jonathan Riemenschneider.

Whitney was enrolled in BOCES HAVC/R program and attends Hudson Valley Community College's HVAC/R program. Waite, who studied Culinary Arts at BOCES will attend the Culinary Institute of

America. Riemenschneider attended BOCES vocational Horticulture Program and will attend SUNY Cobleskill's Landscape Development/Ornamental Horticulture program.

**Columbia/Greene JSEC** awards a Columbia Greene Community College 2<sup>nd</sup> year Teacher Curriculum Scholarship each spring. The 2006 scholarship was awarded to Lindsay Kondervich.

**Congratulations to all of the Capital Region JSEC Scholarship recipients!**

## Local Workforce Investment Board Business Services

### Attention Affirmative Action Employers... Look for the New Community Contact Link Coming This Fall!

In response to Recruiting Managers' requests, the Business Service Teams of the Capital Area Workforce Investment Boards (WIB) have offered to host a link to a Community Contact List on their websites. As an additional recruitment service, the Community Contact Link will provide a list of community agencies that work with the area WIB to assist placing jobseekers in employment. This list will include: an agency name, a main contact, and an email address.

**This site should not be construed as required, suggested or an all-inclusive list to meet an AAP.**

The list will be updated at the end of each month as our partner agencies inform us of changes.

Capital Region WIB - Albany, Schenectady, Rensselaer counties: [www.capreg.org](http://www.capreg.org)

Please refer to the **Business Services link** on the web site to locate the Community Contact Link.

### NYS Labor Law Compliance

The New York State Department of Labor, Division of Labor Standards hosts a frequently asked questions (FAQ) list on the following web site: <http://www.labor.state.ny.us/workerprotection/laborstandards/faq.shtm>

### Four of the most common questions asked by businesses include...

**Q: When is the last check due to a terminated employee?**

A: When employment has been terminated, the employer must pay the wages by the regular payday for the pay period worked. If requested, the employer must mail the final wages to the employee.

**Q: What information must be maintained in an employer's payroll records?**

A: Employers' payroll records must contain the following information regarding their employees:

- Name, address and social security number
- Wage rate
- The number of hours worked daily and weekly

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## Human Resource Consultation Services

Don't have time to read the laws? Confused and more stressed out just by reading the sample section? For compliance assistance and other personnel-related assistance, contact: [Kerry.douglas-duffy@labor.state.ny.us](mailto:Kerry.douglas-duffy@labor.state.ny.us). Human Resource Consultation Services, offered as a Business Service through your local Workforce Investment Area, is available to all JSEC participants.

- The number of hours worked daily and weekly
- The amount of gross wages, deductions from gross wages and net wages paid
- Allowances claimed, if any, as part of the minimum wage
- The time of arrival and departure of each employee working a split shift or spread of more than ten hours
- The number of units produced daily and weekly by piece-rate workers

Employers in “General Industry” are **required to maintain these records for at least six years**, while agricultural employers must maintain them for no less than three years.

**Q: When an employee resigns — or is discharged — from a job, is the employer required to pay the employee for any accrued, unused vacation time?**

A: Whether an employer is obligated to pay for unused time depends upon the terms of the vacation and/or resignation policy. New York courts have held [in [Glenville Gage Company, Inc. v. Industrial Board of Appeals of the State of New York, Department of Labor](#), 70 AD2d 283 (3d Dept 1979) affd, 52 NY2d 777 (1980)] that an agreement to furnish benefits or wage supplements, such as vacation, can specify that employees forfeit accrued benefits under certain conditions. To be valid, the employer must have notified employees, in writing, of the conditions that nullify the benefit. If an employee

has earned vacation time — and there is no written forfeit policy, the employer must pay the employee for the accrued vacation.

**Q: Where can I find the New York State Labor Laws on the Internet?**

A: The New York State Labor laws are available online at the New York State Assembly homepage: <http://public.leginfo.state.ny.us/menueft.cgi?COMMONQUERY=LAWS>

(Note you will find a sample section, Article 6, Section 195 Notice and Recordkeeping below.)

## **New York State Consolidated Laws – Labor,**

### **“Sample Section.”**

#### **Article 6, § 195. Notice and Record-Keeping Requirements.**

Every employer shall:

1. Notify his employees at the time of hiring of the rate of pay and of the regular pay day designated by the employer in accordance with section 191 of this article;
2. Notify his employees of any changes in the pay days prior to the time of such changes;
3. Furnish each employee with a statement with every payment of wages, listing gross wages, deductions and net wages, and upon the request of an employee furnish an explanation of how such wages were computed;

4. Establish, maintain and preserve for not less than three years payroll records showing the hours worked, gross wages, deductions and net wages for each employee. \*

5. Notify his employees in writing or by publicly posting the employer’s policy on sick leave, vacation, personal leave, holidays and hours.

6. Notify any employee terminated from employment, in writing, of the exact date of such termination as well as the exact date of cancellation of employee benefits connected with such termination. **In no case shall notice of such termination be provided more than five working days after the date of such termination.** Failure to notify an employee of cancellation of accident or health insurance subjects an employer to an additional penalty pursuant to section 217 of this chapter.

\* Note- most businesses will fall under the Minimum Wage Order, which requires payroll recordkeeping for **6 years**. The *Minimum Wage Order* is also available on the Department of Labor / Workforce New York Website at: <http://www.labor.state.ny.us/formsdocs/wp/PART142s.pdf>

**For questions, comments or suggestions on the Capital Region JSEC newsletter please email: [kerry.douglas-duffy@labor.state.ny.us](mailto:kerry.douglas-duffy@labor.state.ny.us)**