

2012 2nd Quarter Calendar for Human Resources Related Events

In November 2011, we published our recommendations for an annual HR calendar that you should be addressing in 2012 regarding Human Resources related activities. This is just a gentle reminder to keep you proactively prepared to administer or address each event in a timely manner for the upcoming 2nd quarter. Please let us know if VBA can be of assistance to you.

MONTH	HUMAN RESOURCES ACTIVITIES
APRIL 2012	<ul style="list-style-type: none"> • Conduct HR related seminars such as ‘How to Prevent Harassment and Discrimination in the Workplace’ (some states such as CT require this training if you have ≥ 50 employees) • Investigate with your health insurance broker, carrier and attorney how the Health Care Reform Act affects the Practice for 2013 especially if the health care plan designs are changing or laws that affect FT/PT eligibility need to be declared • Community Living Assistance and Services Support (CLASS) Act, (basic lifetime long term care benefit in the event of illness or disability) has been suspended from implementation • Practices with < 250 employees will not have to report the cost of employer-provided health care coverage on the Form W-2 for 2012 • Review if any new federal/state labor laws that go into effect in the upcoming months and how the laws will affect the Practice • Review and update Employee Manual to ensure up-to-date and compliant
MAY 2012	<ul style="list-style-type: none"> • Commence Half Year Performance Management Reviews – according to calendar distributed in January • Facilitate a quarterly HR meeting – review policies, procedures, distribute updated Employee Manual and obtain annual acknowledgment receipt of Employee Manual including Confidentiality Agreement and ‘celebrate success’
MAY 2012 (cont’d)	
JUNE 2012	<ul style="list-style-type: none"> • Finalize all Half Year Performance Management Review discussions • Conduct a component of an HR audit (e.g. employee files or payroll or records retention, etc)