2017 San Francisco Wage and Benefit Laws: For Nonprofits with City Contracts
Human Resources Director Best Practices Panel – Notes
S.F. Human Services Network / S.F. Office of Labor Standards Enforcement
October 31, 2017

Panelists: **Carol Kossler, Conard House**
Michelle Diaz, Episcopal Community Services
Michelle Lott, Baker Places

What suggestions do you have for organizations to learn about and keep up with our local labor laws so that they can be sure to stay in compliance?

- Contact the CA Chamber of Commerce. They have ongoing updated labor law postings that they will send for a small fee. They give out a book every year. They are conservative, but knowledgeable. They also have all the posters combined into one set, as well as posters for San Francisco. Subscribe to the auto updates. It costs extra but it's worth it. https://www.calchamber.com/hrcalifornia/Pages/hrcalifornia.aspx
- Contact the OLSE directly. They are fantastic. Great website; very organized and comprehensive. http://sfgov.org/olse/
- We work with a payroll company and they help us with ongoing changes.
- Our insurance company has also been helpful in keeping us apprised of new ordinances.
- Network with peers, like HSN. http://www.sfhsn.org/
- Subscribe to anything you can to stay updated with City ordinances and labor laws. Check newsletters. Ask your staff to do the same thing, for checks and balances.

Because you've been on the job for many years, you've had to create systems and mechanisms necessary to implement each of these laws. Please share some of your best practices and ideas that have worked for you.

- Over-communicate. Every year, choose a month, and during that month, cover folks on updates.
- With the help of our health insurance broker, we include all the policies in our benefit information guide that they receive at New Hire Orientation. They sign off on receiving it.
- I haul in the entire benefit eligible staff and go over everything, every year when we distribute the open enrollment packet. I want to make sure everyone is aware of everything going on.
- You can use social media, intra-agency website, and email, but I prefer face-to-face.

- Partner with the finance department to take on some of the responsibilities, if you're a small HR dept. HR must oversee the policies and compliance. Finance can support the tracking.
- Sometimes we go out to the field to make sure our posters are up.
- We visit each site, including all the shifts.

Q&A from the Audience:

What month should we post the 2018 Labor Law posters?
- Post it as soon as you receive it. Take down the 2017 posters.

What do you put in your Benefit Information Guide?
- It's created by our health care broker and it includes every aspect of every type of insurance we cover, as well as the S.F. ordinances.
- We include anything extra from the organization, including everything legal that has to get out on an annualized basis.
- Remember to send out benefits for people under 30 hours.

Software that helps organize the compliance info?
- ADP has an HR component that helps do the ACA requirements. https://www.adp.com/solutions/services/health-care-reform-management.aspx
- There's something called ThinkHR which has a compliance component. https://corp.thinkhr.com/

An employee has just advised us that he is going out on disability for a year. The employee is covered by the FMLA, so their job is guaranteed, but this is going on longer. It's a non-union employee, not covered by an MOU. What should we do?
- Organizations should have written policies on accommodating employees with disabilities.
- Consult with a labor law attorney.