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# Are your HR systems in place for 2016?

## Overtime pay for caregivers

- Consider pay increase for caregivers if you limit overtime work
- Implement Time & Attendance system
  - Geo locator
  - Connect to payroll
- Inform caregivers
- Train supervisors

## Change to “White Collar” exemption salary

### Exemption test has 2 parts:

1. Meet a minimum salary test (proposed \$50,440)

### AND

2. Meet the requirement test
  - Track hours for **all** office staff (time sheets)
  - Run the numbers
  - Decisions
  - Impact of perceived “demotion”
  - Cost of overtime vs. additional staff
  - Change organization structure
  - Options
  - Close to \$55K – Raise their salary to meet the new exemption level
  - Others – How many hours of overtime pay?
  - Consider different hourly rates of pay

## Recruitment – “Ban the Box”

- Keep up to date on applicable state/local law regarding Ban the Box legislation in your area
- Removing questions regarding criminal background (& credit) from application form
- Remove question related to arrest record
- Introduce background check after first interview
- Establish time elapse criteria by conviction for each position (caregivers/office)
- Train recruiters / supervisors

## Checklist For Home Care Providers

### Affordable Care Act – Will you “Pay or Play”?

If you have less than 50 FTE (less than 1,500 hr/week) => Not subject to ACA

If you have more than 50+ FTE (1,500 hr/week or more) => Subject to ACA

- Calculate if you are subject to ACA requirements (+/- 1,500 hours/week)
- Determine how many FT employees (working 30+ hours) are interested in group health insurance
- Contact Benefit Brokers to determine the cost of group health insurance
- Have employees who do not want your insurance sign a waiver of benefits showing a) you made an offer of coverage and b) it was affordable

What you need to defend against a penalty:

- Proof that the employee didn't work full time (less than 30 hours);
- The employee's signed waiver of benefits, which shows that you made an offer of coverage for benefits that are affordable under your chosen safe harbor;
- Employee's earning showing that their income doesn't qualify for a tax credit.