



Last fall we did a flyer on “fall cleaning” - fall and winter have come and gone and **Spring** is finally here, or so the calendar tells us.

We thought a few spring cleaning items that you could check regarding your business - first we suggest cleaning up your personnel records and check if all I-9's are current and up to date. Also, check to see if all documents that should be in a personnel folder are current and complete.

Remember medical files need to be in a separate folder.

How about Family and Medical Leave? Are you aware of the new changes? Do you which employers are covered by FMLA? Do you know which employees are covered by FMLA?

What about COBRA?

Did you know the following? ***In the state of Rhode Island regarding...***

Jury duty - Employers may **NOT** retaliate against employees for serving on a jury.

Military service - Employers are prohibited from discharging or discriminating against employees because they are members of the military forces of the state or reserve military forces of the United States. Additionally, it is illegal for employers to prevent or dissuade employees from performing their duties for, or enlisting in, such military services.

Political activities. It is illegal under Rhode Island law to attempt to influence an employee's vote in an election.

Rhode Island is an employment at will state. Therefore, an employer may generally terminate an employment relationship at any time and for any reason. With caution: A federal or state law, collective bargaining agreement, or individual employment contract may place further limitations on an otherwise at-will relationship.

By the way, are you aware of recent changes with the Family Medical Leave Act? I-9's?

If you have any help or assistance with any of these human resource issues, please give Dave Nichols a call. (401) 213-6260 or e-mail: dave@qualitytransitions.net.

Let the expert give you a hand.