

## What's Inside?

<b>EA Staff and Board</b>	2
<b>Back to the Basics</b>	
Unemployment Compensation	3
She's Not My Employee.....Is She?	4
<b>Wellness</b>	
How Do You Measure Your Weight	5
Survey Says	5
<b>Legislative Update</b>	
A Look at Proposed Federal & Employment Legislation	6
<b>Hotline Hits</b>	7
<b>Back to the Basics</b>	
Discharge and Documentation	8
<b>EA Partner</b>	
Five Tips to Save Money on Healthcare	9
<b>H1N1</b>	
Dealing with a Pandemic: Not a Dead Issue	12

## New Online Learning Center

The Employers' Association is always looking for ways to increase member value and improve our services. We are proud to announce a new service to our members, *online learning center*. We have partnered with Business Training Library (BTL) to bring you a convenient, cost affordable and very comprehensive way to train your employees, on almost any topic!

Enjoy the convenience of 24/7 availability, and the comfort that courses can be taken at any computer. Subject matter is very comprehensive with over 4,000 courses, over 300 video courses, and can be industry specific. The BTL has constant updating and new expansion of materials.

(Online Learning continued on page 3)



(Online Learning, continued from page 1)

Our online training gives you a cost effective way of providing your staff with the training they need to help your company obtain its objectives and goals. Training costs associated with training are eliminated, and the courses are very reasonably priced. Pricing is per employee/per year based on a two year license.

Our online training will also feature the Learning Management System (LMS). This unique system will allow you to customize training to give the look and feel of your company. It also allows you to track employee training. No longer will you have to wonder if your employee made it to training, or stayed through the entire session. With the Learning Management System you can track user

progress, test results, time spent in session, resource usage, and many other reports.

You will even be able to earn CEU credits for the following certificate programs:

HRCI	BRN	APICS	NASBA
Six Sigma	IIBA	PMI	(ISC) <sup>2</sup>

If you would like more information on our new Online Learning Center, please contact Cheryl Riggs at 419-885-8505 ext. 202, or [criggs@employersassociation.com](mailto:criggs@employersassociation.com)

Or visit our website at

<http://www.companycollege.com/employersassociation>

## Unemployment Compensation –Tips for Opposing Improper Claims

Employers typically expect to see former employees file applications for unemployment compensation when the employee was let go as a part of a reduction in force or lack of work. Unfortunately, employees who voluntarily quit or are terminated for poor performance or disciplinary issues are increasingly filing applications for unemployment compensation, which can pose significant financial consequences for the employer. This article provides guidance on how employers can defend applications filed by employees who should not be entitled to compensation.

The most effective measures an employer can take are preventative measures. Employers should have clear employment policies that give them ample discretion when administering discipline. Effective and well administered policies place employees on notice of the consequences of their behavior. Often, unemployment compensation is granted, even in the face of obviously wrongful employee conduct, because the employer did not adequately communicate its expectations to the employee.

Another essential preventative measure is documentation. Employers should consider documenting all disciplinary encounters with employees, including

verbal counseling. Performance evaluations should be accurate and reflect the employee's true performance. "Sugar coated" performance evaluations may later contradict the employer's contention that the employee was justly terminated. Finally, employers should communicate performance or disciplinary issues to employees as the incidents occur. Notes to an employee's file of disciplinary problems, without employee counseling or notification, are not generally considered compelling evidence.

The employer must be vigilant in every response it provides the Ohio Department of Job & Family Services ("ODJFS") or the Unemployment Compensation Review Commission ("UCRC") because all responses will be made a part of the record. All events leading to the employee's discharge must be carefully described and documented. Often, employers will list only the final disciplinary incident that led to the employee's discharge. Not giving ODJFS the complete disciplinary history of the employee during the initial stage of the application process will give the appearance of an inconsistent version of events if more evidence of the employee's disciplinary history is later disclosed.

(Unemployment Compensation continued on page 4)

