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Special Report for HR Professionals

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OSHA RELEASES HOSPITAL eTOOL

INSIDE THIS ISSUE

- 1 OSHA Releases Hospital eTool
- 2 EEOC Issues Guidance on Performance Standards for Disabled Employees
- 3 *How to Spot a Liar in a Job Interview*
- 3 California Has New Law Banning Electronic Harassment
- 4 Congress Extends E-Verify Program
- 4 Subscriptions...

The Occupational Safety and Health Administration (OSHA) has created and posted on its web site a new eTool. There is a new module for sonography and updates in the surgical module that promise to help medical staffs across the country.

OSHA eTools are web-based training tools on occupational safety and health topics. OSHA developed these training programs with help from the Society of Diagnostic Medical Sonography, Association of Occupational Health Professionals, American Association of Occupational Health Nurses, Laser Institute of America, American Biological Safety Association, Association of periOperative Registered Nurses, and the Joint Commission and Joint Commission Resources.

These new modules and updates join information already available in the Hospital eTool, describing common hazards and possible solutions for tasks performed throughout the establishment. There are modules available for:

- Administration
- Central Supply
- Clinical Services
- Dietary
- Emergency
- Engineering
- Heliport
- Housekeeping
- ICU
- Laboratories
- Laundry
- Pharmacy
- Surgical Suite
- HealthCare Wide Hazards
- Other HealthCare Wide Hazards

www.oshalgov/SLTC/etools/hospital/index.html

EEOC ISSUES GUIDANCE ON PERFORMANCE STANDARDS FOR DISABLED EMPLOYEES.

New guidance from EEOC points out that in most cases, employees with disabilities can be held to the same performance and conduct standards as all other employees.

The EEOC has issued guidance for employers in handling performance evaluations for people with disabilities. “A core function for any supervisor is managing employee performance. Performance management, if done effectively, can help avoid discrimination, in addition to furthering an employer’s business objectives. ‘Performance management systems that involve explicit performance expectations, clear performance standards, accurate measures, and reliable performance feedback, and the consistent application of these standards [to all employees], help to reduce the chances of discriminatory ratings.’ (Michele J. Gelfand & Lisa H. Nishii, *Discrimination in Organizations: An Organizational-Level Systems Perspective*, in *Discrimination at Work: The Psychological and Organizational Bases* 89, 101 (Robert L. Dipboye & Adrienne Colella eds., 2004). Additionally, employees work most effectively when they clearly understand what is expected of them and know that their performance will be measured against a standard that is fair and applied even-handedly. The same principles apply to workplace rules concerning employee conduct.”

There is much for employers to like about this new guidance. It clearly will be an aid to employers faced with having to enforce performance standards and conduct standards when they have disabled workers on the payroll. The package also contains information on attendance standards, dress codes, alcoholism and illegal drug use.

If you are subject to the Americans with Disabilities Act, you should have a copy of this guidance handy.

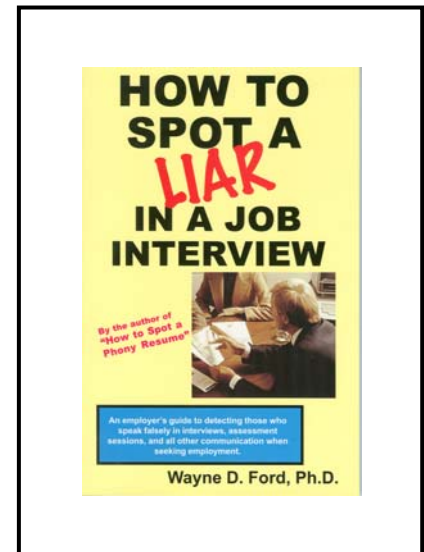
<http://www.eeoc.gov/facts/performance-conduct.html#fn7>

How to Spot a Liar in a Job Interview

Using specific screening techniques, you can:

- Weed out dishonest applicants
- Reduce turnover
- Lower negligent hiring risks
- Improve standards
- Avoid recruiting mistakes
- Maintain organizational integrity

http://www.management-advantage.com/products/liar_book.htm



CALIFORNIA HAS NEW LAW BANNING ELECTRONIC HARASSMENT

Governor Schwarzenegger signed a new law on September 29, 2008, that will make it a crime to intentionally harass someone using electronic devices, such as the Internet. The bill came out of the experience of one 17-year-old girl whose photo and telephone number were posted on the Internet without her permission.

The new legislation says, "Every person who, with intent to place another person in reasonable fear for his or her safety, or the safety of the other person's immediate family, by means of an electronic communication device, and without consent of the other person, and for the purpose of imminently causing that other person unwanted physical contact, injury, or harassment, by a third party, electronically distributes, publishes, e-mails, hyperlinks, or makes available for downloading, personal identifying information including, but not limited to, a digital image of another person, or an electronic message of a harassing nature about another person, which would be likely to incite or produce that unlawful action, is guilty of a misdemeanor punishable by up to one year in the county jail, by a fine or not more than one thousand dollars, or both that fine and imprisonment."

Employers should review this new requirement with their management attorney to determine if they need to make any alterations to their policies regarding harassment of applicants and employees.

http://www.leginfo.ca.gov/pub/07-08/bill/asm/ab_0901-0950/ab_919_bill_20080929_chaptered.pdf

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CONGRESS EXTENDS E-VERIFY PROGRAM

On October 1, 2008, Congress approved the extension of a program known as E-Verify. Run by the U.S. Department of Homeland Security, the program was scheduled to end in November. The approved extension will only last four months, however. On March 6, 2009, E-Verify will disappear unless Congress takes some additional action to extend it again, modify it, or replace it with some other program.

There are now eleven states requiring at least some employers to use the E-Verify system. The primary objection to E-Verify has been the number of false positives it generates. The President has formalized his intention that most Federal Contractors use E-Verify. That requirement is working its way through the administrative process.

For a copy of our Free Special Report on E-Verify, go to <http://www.management-advantage.com/products/E-VerifyReport.htm>

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