

SUCCESSFULLY NAVIGATE

THE CHALLENGING WATERS OF EMPLOYMENT REGULATION

Employment Eligibility • Employment Classification • Health Care Reform

ABOUT US

Christine Ippolito, SPHR
Founding Principal

Christine is the founding Principal of Compass Workforce Solutions, (CWS). Her expertise is focused on employer compliance programs and processes specific to Federal, New York, New Jersey and New York City employment laws; the design, development and deployment of compensation plans; and full life cycle recruitment, selection and on-boarding programs.

Prior to founding CWS, Christine spent 10 years as the top human resource executive in high-growth companies within Higher Education, the Internet, and technology. Christine's nine years of experience in the beginning of her career as a frontline and operations manager within the retail industry with companies such as Gap Inc., Cost Plus World Market, and Designs, Inc., served to prepare her for these leadership roles. Her operations management experience also provides her with a unique insight and the required business acumen to ensure the human resource function serves as a true business partner with the ability to connect human resource activities to achieving the business' goals and objectives.

OUR EXPERTISE

FEDERAL REGULATIONS

Employment

- New Hire Paperwork & Employment Eligibility Verification
- Fair Labor Standards Act (FLSA)
 - Wage and Hour Requirements
 - Exempt & Non-Exempt
 - Employee Classification
- Fair Credit Reporting Act - Background checks
- Job Descriptions
- Interviewing & Selection Guidelines
- Employee Separations

Benefits

- Statutory Benefits – Social Security, Medicare, Workers' Compensation, Unemployment Insurance
- Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA)
- Family Medical Leave Act (FMLA)
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Health Insurance Portable Protection Act (HIPPA)
- Health Care Reform Mandates and Deadlines

Working Conditions

- Required Federal Workplace Postings
- Occupational Safety and Health Administration Standards (OSHA)
- Equal Employment Opportunity (EEO)
- Americans with Disabilities Act (ADA)

Record Keeping & Documentation

STATE REGULATIONS - NEW YORK & NEW JERSEY

CITY REGULATIONS - NEW YORK CITY

EMPLOYEE HANDBOOKS

- Basic 10 policy employee handbook
- Employer specific policies and procedures

EMPLOYER TAX CREDITS

OUR SERVICE AREA



Human Resource solutions targeted to the highly regulated employment environment of New York, New York City and New Jersey.

COMPASS
WORKFORCE SOLUTIONS
BABYLON, NY

COMPASS
WORKFORCE SOLUTIONS
...THE SMALL BUSINESS HR EXPERTS

WWW.COMPASSWFS.COM

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INVENTORY OF FORMS



Forms include, but not limited to:

- **Job Applications**
- **Job Description Templates**
- **NY State New Hire Notification Letter**
- **Employee Record Forms/Change Forms**
- **Performance Evaluations**
- **Disciplinary Action Forms**
- **Time Sheets**

HOW WE WORK

Compass clients are provided with the option to select complete solutions or to utilize specific services based on their individual needs and concerns.

1. All solutions include an initial consultation with the business leader(s) to determine where there may be gaps in compliance and/or best practices and to gain an understanding of the business' concerns and goals.
2. After the consultation, a survey would be developed and conducted by Compass. The results of the survey would be shared in a confidential manner with business leader(s).
3. From the survey results, a plan is created in partnership with the business to address the needs and gaps that have been identified.

This consultative approach ensures clients are aware of regulations, utilizing the current required forms, maintaining appropriate records, obtaining employee acknowledgements and providing required employee communications based on their industry, location and employee population.

EVENTS & PRESENTATIONS

Obligations & Opportunities for Small Business within "Health Care Reform"

The topic of health care reform has been an extremely controversial and featured topic in the news media. The new law is 2,409 pages in length and has generated more questions than answers.

- Participants will gain an understanding of the tax credits and grants available as of 3/23/2010 for small businesses with up to 100 employees.
- Participants will gain an understanding of how to calculate their business eligibility for the tax credit using the IRS formula.
- Participants will gain an understanding of what their future obligations may be for the purposes of business planning as the law phases in through 2014.

Employment Legislation that Affects ALL Employers of 1+ in NY State

In the last 18 months there have been significant changes in employment legislation on the Federal and New York State level.

- Participants will gain an understanding of the additional employer obligations added to Section 195 NY State Labor Law effective October 26, 2009.
- Participants will be advised of the updated Federal 1-9 Form effective April 3, 2009 and gain an understanding of the changes in the acceptable forms of identification to establish employment eligibility in the U.S.
- Participants will gain an understanding of what tax credits they may be eligible to claim in 2010 and 2011 in the HIRE Act and the record keeping requirements to claim the tax credits.

Go to www.compasswfs.com for upcoming presentations.

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OUR AFFILIATIONS



HIA
Hauppauge
Industrial Association



SHRM
Society For Human
Resource Management



East Meadow
Chamber of Commerce



Babylon Village
Chamber of Commerce



SHRM LI
Society For Human Resource
Management - Long Island

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