

WHAT'S NEW AT COMPASS?

It's been awhile since we've put out a newsletter. Some of you are probably wondering what's been going on. Well, Compass has been busy and we have some new things happening that we're very excited about.

Management Workshops – Customized for Your Team

Compass Human Resources offers **concentrated workshops** for new managers – or experienced ones who want to brush up their skills. So often, people are asked to manage others without any instruction on the basic components needed to be successful. Set your managers up for success from the beginning.

Each workshop can be **customized** to address specific concerns related to each subject. We take an interactive approach so attendees leave feeling confident in solving immediate problems.

We offer the following courses:

Behavioral Interviewing Techniques
Effective Communication Skills
Performance Management and Improvement
Change Management for Teams
Documenting Employment Issues and Progressive Discipline
Employment Packages and Job Offer Negotiation
Developing An Effective Green Team
Green Initiatives Into Green Habits

Contact us today for more information: info@CompassHumanResources.com

Payroll Service Provider

Most of you know that Compass has been searching for a payroll service provider that meets our high expectations for customer service, quality products, and personal relationships. We are very happy to announce that we've finally found what we're looking for in AmCheck. We have a relationship with Tom Reap, the local Managing Partner, and have demo-ed the products that are offered.

AmCheck offers several things to its clients that we think you will find attractive:

- Local office and representative that knows everything about your account and services.
- Cost-effective, web-based products that are easy to use and integrate with most accounting packages
- A representative that you can build a relationship with, who understands your business and will work with your other service providers

If you'd like more information about AmCheck you can contact Tom Reap at 503-639-1777, or Tom.Reap@AmCheck.com



HOT TOPICS

President Bush recently signed amendments to the Americans with Disabilities Act (ADA). Major changes include:

- Expanded definition of "disability"
- Definition of "major life activities" including a detailed list
- Inclusion of episodic or in-remission disabilities

Employers will need to be much more vigilant when dealing with disabilities or perceived disabilities. They can reduce their risk by ensuring that some basic elements are in place:

- Training on ADA for managers and supervisors
- Updating policies and handbooks
- Revising job descriptions to include specific information about "essential job functions"
- Develop an interactive process to handle disability accommodations
- Put in place tools, forms and processes before disability issues arise
- Ensure personnel files are in compliance with record-keeping requirements

For more information about the ADA amendments, visit

http://www.shrm.org/law/library/VMS_093008_1.asp