



MACC Wishes You All A Happy New Year!

2019: Get Ready for an Awesome Year Ahead

See details on pages 6-7



INSIDE THIS ISSUE:

- ✓ Calendar of Events
- ✓ Spotlight on Jimmy Moyon
- ✓ Product Showcase



MACC 2018 HOLIDAY PARTY



Jimmy Moyen
First Choice Mechanical

From the President

Happy New Year!

I am very proud to be writing my first president's message for MACC News. Before I begin discussing 2019 and all MACC has planned, I would first like to thank,

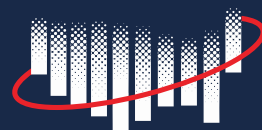
our now Past President, Brian Aull. Brian did an incredible job continuing the growth of MACC. I'm sure I can speak for the entire board in saying that his dedication to the organization is truly appreciated. I am greatly looking forward to continuing to build MACC. 2018 was a great year for MACC. We introduced new events, grew our educational program and gave our newsletter an upgrade. Let's keep the momentum going into 2019!

I really encourage all members to get involved in 2019! No matter if you are brand new to the industry or have decades of professional experience, anyone and everyone can benefit from being a member of MACC. As a member, you are not only supporting your industry, but you also have access to exclusive members only meetings and events, receive discounted rates for our training workshops, have the opportunity to network with influential industry professionals and much more.

The new year is already starting out on a great foot, as our Islanders Game event sold out within weeks of being posted to our website. For those who registered early and purchased tickets, we hope you enjoy the event! If you weren't able to get a ticket, don't worry, we have more great events and meetings planned for the year! Our first membership meeting of the new year will be held on March 7th at the Electrical Training Center. Be sure to visit our website to view our full 2019 calendar!

In the coming days, we will be holding our board orientation meeting. I anticipate it being a great day of brainstorming and planning for the year ahead. We welcome suggestions for meeting topics, speakers, etc., so please feel free to send any ideas to info@maccnny.org.

Sincerely,
Jimmy Moyen



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Product Showcase



National Compressor Exchange Introduces Carrier 06N Screw Compressor

One of NCE's newest product lines is the remanufactured Carrier 06N model screw compressor. NCE maintains a large inventory to help cut down on downtime. In addition to Model 06N, NCE offers other makes and models of screw compressors from York to FuSheng, just to name a few. For those looking for new compressors, we also supply the line of Frascold screw compressors for replacement and retrofit.

Contact: National Compressor Exchange at: 1-800-225-7381; 718-417-9100
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Additional Link = <https://daikincomfort.com/go/vrvlife/>

(Continued on page 5)



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MACC News is printed monthly by the Metropolitan Air Conditioning Contractors of New York. Questions should be directed to the appropriate director or committee member for assistance. While this newsletter is designed to provide accurate and authoritative information on the subjects covered, the Association is not engaged in rendering legal, accounting, or other professional or technical advice. Accordingly, the Association cannot warrant the accuracy of the information contained in this newsletter and disclaims any and all liability which may result from publication of or reliance on the information provided herein. If legal advice or other expert assistance or advice is required, the services of a competent, professional person should be sought.

Editor's Notes

By Anthony N. Carbone

With the start of a new year, many companies take the time to assess the changes they want to implement for the upcoming year.

Technology has changed the way inside HVAC offices operate, especially now with everyone talking about "paperless."

Some older companies don't have a desire to go paperless, regardless of how advantageous it might be. The power of the written paper is a crutch many will never relinquish.

The fact that all employees or some can access client information as well as the Accounting Department gives companies efficiency, flexibility, and reduces the need to store infinite boxes of paper and tons to be shred.

The fact that a service ticket from the field can now be instantly sent into the office electronically can expedite the "bill through office" tickets and allow the follow-up tickets to be addressed immediately.

The storage to the cloud means these electronic tickets can be accessed and reviewed from anywhere. The "ball and chain" may be lifted away for some.

This evolutionary process of paperless will eventually allow employers and owners to feel secure and possibly simplify the process to be fool-proof and easy to implement and begin the transition.

Remember the carbon paper, the typewriter, the fax machine, the typing pools, the walkie-talkies, the 800 megahertz two-way radios mounted to the trucks, wired drills, wired sawzalls. . . I can go on for days.

Well, get ready for what's to come next.

The next new new thing. . . conform? . . . or be cast out. . . What's your opinion?

- Anthony N. Carbone

Product Showcase (Continued from page 3)



STEAM COILS from Nationwide Coils, Inc.

Nationwide Coils is a commercial coil manufacturer and supplier of custom and replacement OEM coils for the HVAC/R industry.

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Contact: James Filauro | mobile: 914-584-3038 | james@nationwidecoils.com
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Tubular Unit Heaters from Trane

Trane's tubular unit heaters utilize a direct spark pilotless ignition of the burner, providing fast heat delivery. This highly reliable and efficient ignition system incorporates an integrated electronic control board to regulate the system sequence of operation, including an onboard LED indicator for simple troubleshooting.

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Contact: John A. Smith, Senior Account Manager, Trane Supply at 631-468-7542

(Continued on page 11)



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MACC 2019: An Amazing Year Awaits You!

Awesome events... inspiring meetings and seminars... opportunities for learning and growth at every turn. Our special events calendar is packed with fun and excitement. From the upcoming Islanders game to our Night at the Mets ... to the spectacular Golf Outing, we've got something special planned for each and every one of you. With the Islanders game already sold out, please mark your calendar and sign up as soon as possible for our great events.

New York Islanders vs. Calgary Flames, February 26

SOLD OUT!

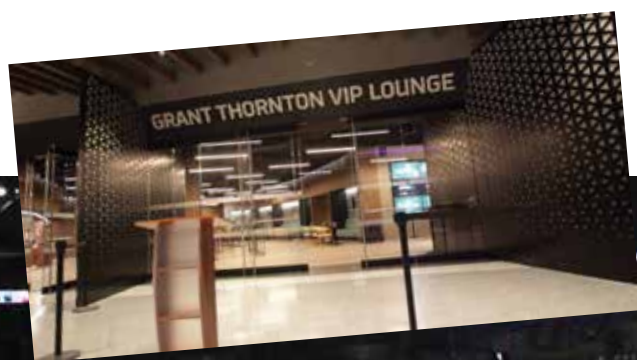
Kicking off our season of action and excitement is the New York Islanders game at the Nassau Coliseum in Uniondale.

For all of you lucky people who registered for this event, take note:

5-6 PM – Access to Grant Thornton VIP Lounge before the doors open to the public.

Network with friends and associates, eat, drink and be merry. You will also receive a free jersey when you arrive.

7 PM – Game starts!



Mark Your Calendar For These Workshops and Events

FEBRUARY

Controls Level II – Control Circuit and Motor Troubleshooting (8-hour course)

Saturday, February 23, 2019

Location: The Electrical Training Center, Copiague

Cost: MACC Members: \$199 | Non-Members: \$299

Special Member's Event: Islanders Game

Tuesday, February 26, 2019

Location: NYCB LIVE/Nassau Coliseum, Uniondale

SOLD OUT!

MARCH

Membership Meeting

Thursday, March 7, 2019

Topic: Electrical Training for HVAC, including personal protective equipment (PPE), working clearances, understanding incidental energy (Arch Flash).

Location: The Electrical Training Center, Copiague

Air Conditioning Maintenance (8-hour course)

Saturday, March 23, 2019

Location: The Electrical Training Center, Copiague

Cost: MACC Members: \$199 | Non-Members: \$299

APRIL

Membership Meeting

Thursday, April 4, 2019

Topic: Health Care, presented by John R. Klimchak, CFP, Economic Evaluation Group, Inc.

Location: Trattoria 35, Bayside

Compressor Maintenance & Repair (8-hour course)

Saturday, April 27, 2019

Location: The Electrical Training Center, Copiague

Cost: MACC Members: \$199 | Non-Members: \$299

MAY

Special Member's Event: Cocktail Party

Thursday, May 9, 2019

Location: Black Forest Brewer Haus

More details to be announced!

JUNE

Night at the Mets

Friday, June 7, 2019

Location: Citi Field

Sponsored by ABCO HVACR and American Standard Heating & Air Conditioning

AUGUST

41st Annual Golf Outing

Monday, August 5, 2019

Location: The Village Club at Lake Success

More details to be announced!

SEPTEMBER

Membership Meeting

Thursday, September 12, 2019

Topic: Survive & Thrive

Location: Trattoria 35, Bayside

More details to be announced!

OCTOBER

Trouble Shooting Gas Heating (8-hour course)

Saturday, October 19, 2019

Location: The Electrical Training Center, Copiague

Cost: MACC Members: \$199 | Non-Members: \$299

NOVEMBER

Membership Meeting

Thursday, November 7, 2019

Topic: to be announced

Location: Westbury Manor, Westbury

Customer Relations for Technicians (4-hour class)

Saturday, November 16, 2019

Location: The Electrical Training Center, Copiague

Cost: MACC Members: \$199 | Non-Members: \$299

DECEMBER

Special Member's Event: Holiday Party

Thursday, December 5, 2019

Location: to be announced

Visit www.maccny.org for more information on all 2019 events!

Categories:

- 1. Membership Meetings & Events**
- 2. Technical Training Workshops**
- 3. Special Events open to members and non-members**

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SPOTLIGHT

Congratulations to Jimmy Moyen, Our New MACC President!

Jimmy Moyen has been an integral part of the MACC family since 2006. He is the owner and operator of First Choice Mechanical, a business he founded in 2001 with a robust vision of building a strong presence in the New York construction market.



Creating a Solid Foundation...

Jimmy began his career over 30 years ago, first as an HVAC mechanic, then as a Licensed Stationery Engineer at Columbia University, where he remained for twelve years. He holds a NYC Building Department license as a Refrigeration Engineer as well as other relevant licenses from the Fire Department for his area of expertise.

Throughout First Choice Mechanical's first decade of growth, Jimmy built his company one project at a time, developing a reputation for excellent service and reliability.

"As we enter our second decade, we are committed to a plan of phased, structured growth with strong financial stability," reports Jimmy. "Reputation is key to this growth, and the firm's core values of integrity, trust and value contribute to the success of our brand."

A Commitment to the Public and Private Sectors

First Choice Mechanical maintains strong relationships in the public sector. In 2010, the company was recognized by the NYC Small Business Bureau as an outstanding MWBE for its project awards of over \$1 million for city projects.

Today, the firm is also pursuing new relationships in the private commercial sector. "We are launching a new program for HVAC maintenance and retrofits that will align with current market trends in energy efficiency and sustainability," says Jimmy. "We are looking forward to adding to our current portfolio of work with schools and universities in this area."

My Vision as President of MACC...

"I believe that the greatest benefits of being a part of MACC is the comradery among our members and being able to share ideas and to learn and grow along with each other," reports Jimmy. "My main goal as President is to implement an apprentice program ... the first program of its kind for open shop HVAC contractors!"

All of us join together in extending our very best wishes to Jimmy Moyen as he assumes his role as the new President of MACC!

Statement from Stuart S. Zisholtz, Esq.

Never Let Your Lien Time Run Out! Part 3 - Arbitration Clause

As many of you know, many suppliers issue invoices on a regular basis with various terms and conditions listed on the reverse side. Those terms and conditions are valid and enforceable and should be reviewed by the recipient.

Recently, the issue arose with regards to an arbitration clause contained on the reverse side of a one-page invoice. The Court found that the one-page document requiring arbitration was enforceable. The front side of the document called the reader's attention to the terms and conditions printed on the reverse side. Therefore, the contractor was on notice that terms and conditions existed which required his review and acceptance. His silence was deemed an acceptance of the terms and conditions.

Similarly, the reverse side of suppliers invoices contain terms for increased interest charges, legal fees and costs. Again, the terms and conditions are valid and enforceable by the Court in the event the supplier is required to pursue a claim.

It is imperative, therefore, that you understand the terms and conditions when receiving the invoice from the supplier. Your failure to review the terms and conditions may result in substantial costs and fees incurred and certain rights waived.

Never let your lien time run out!

For a free copy of a pamphlet pertaining to mechanic's liens and payment bond claims, kindly contact me or the Association.



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Product Showcase (Continued from page 5)



Toshiba Carrier 40QQ VRF Rooftop

Introducing the all new Toshiba Carrier 40QQ VRF Rooftop. The system is designed to achieve optimal energy efficiency and deliver ideal zoned-comfort by connecting rooftop fan coils to an outdoor condensing unit. Options like electric heat, horizontal or vertical discharge, economizer, and use of existing curb make a replacement job go faster and cost effective with minimal down time.

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From the Desk of USI Insurance Services

Leave No Stone Unturned: How to Build a Solid Contractual Risk Transfer Program

In this age of outsourcing and specialization, construction companies have to depend heavily on subcontractors and other third party providers on most projects.

The use of subcontractors helps to ensure projects are completed in a timely and efficient manner, but it also creates a wide range of contractual risks.

Without a properly structured risk transfer program, a General Contractor GC, owner or property manager would unnecessarily assume financial responsibility for losses caused by a third party who is contractually obligated to control or prevent those losses. The financial impact could be significant – more so in certain jurisdictions.

Take the case of a New York-based employee of an uninsured or underinsured subcontractor injured on a jobsite.

If the employee sues the upper tier contractor under the parameters of New York Labor law 240, and the contractor attempts to tender a claim to the subcontractor's insurer, per the indemnification or hold harmless wording in the contract, the insurance carrier would likely deny coverage, thus, forcing the contractor's insurance policy to respond to the claim.

"New York Labor Law 240 claims run on average at about \$ 1 million per claim," said Tommy Williams, Vice President with USI Insurance Services. "Also, a loss of this magnitude could result in a 50-to-200% increase in the upper tier contractor's renewal program."

Williams and USI's team of construction specialists work with clients of all sizes to develop risk management programs to avoid uncovered claims which can lead to out-of-pocket costs. USI's team, widely recognized as Construction insurance experts, helps clients better understand the contracts they sign and the potential consequences of certain provisions.

The Basics of Contractual Risk Transfer

Contractual risks come in all shapes and forms – when you purchase components or raw materials from a supplier; lease a building; or in the case of a builder or property owner, hiring all the various subcontractors on a construction project.

Anytime a construction company enters into a performance contract, lease agreement, purchase order, service agreement or supply contract, the business is exposed to liabilities automatically.

There are three components to Contractual Risk Transfer:

- **Indemnification** - is the contractual obligation of the subcontractor to return the upper tier contractor (GC/ Owner/Property Manager) to the same financial condition that existed prior to the loss and/or to represent the GC as the sole source for financing the legal liability.
- **Hold Harmless** – this is when the subcontractor agrees to shield the GC and take on the legal liability that would have been placed on the GC.
- **Waiver of Subrogation** – this is a provision requiring the subcontractor to waive its right to recover against the GC.

Some Common Subcontractor Policy Exclusions

Companies should be mindful of the various common subcontractor exclusions, such as:

- **Third party action over exclusion**, which excludes coverage for liability assumed under an insured contract when lower tier subcontractor agrees to shield upper tier contractor.
- **Subcontractor Warranty or Hammer Clause**, which states that if all conditions in the warranty are not met with the subcontractor, the policy will either deny coverage or invoke a large deductible.
- **Residential Exclusion**, which restricts and excludes work on residential projects based on the policy language.

Seek Expert Advice

A risk expert can provide guidance for structuring insurance and indemnification provisions contained in contracts; help with reviewing subcontractor contracts and recommend preferred risk transfer methods (additional insurance or otherwise) as well as language to improve a company's risk position based on current coverage terms.

Also, an experienced risk professional can assist with reviewing policies to ensure that the subcontractor has the necessary insurance limits and endorsements to be contractually compliant.

Contractual risks exist in virtually every construction transaction, so a solid risk transfer program is one that considers all options and leaves no stone unturned.

For additional information about contractual risk transfer, contact Tommy Williams, Vice President at USI Insurance Services, at tommy.williams@usi.com or call 516.419.4095.



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NEWS CLIPS

Mitsubishi Electric Trane HVAC US LLC Announces Kumo Cloud® App Integration with Amazon Alexa

The Kumo cloud mobile app and web service puts enhanced control of heating and cooling at users' fingertips, no matter where they are. The integration with Alexa allows homeowners to enable and control their Mitsubishi Electric system simply by asking Alexa. To begin, homeowners must download the Alexa app and enable the kumo cloud smart home skill within the app. Once linked to the homeowner's account, the app allows users to turn their system on/off, change set points or modes for an individual zone or entire group, as well as request zone status, including the humidity or current temperature simply by asking Alexa or using the app.

Once the skill is enabled, homeowners can use voice prompts such as, "Alexa, what is the temperature in the bedroom," to check the room's current temperature. Customers also have the option to rename zones to "kitchen," or "girl's room," for added customization.

"We are excited to announce kumo cloud app integration with Alexa," says Charles Miltiades, director of controls products & solutions for Mitsubishi Electric Trane HVAC US. "The integration maximizes smart home technology to help homeowners easily control room temperatures for optimal comfort."

The kumo cloud app is compatible with the latest generation of Mitsubishi Electric residential HVAC systems. The additional components necessary include a Mitsubishi Electric Wireless Interface – one for each indoor unit – in addition to a router and an internet connection for initial setup. No kumo cloud app updates are needed to use the app with Amazon Alexa. The kumo cloud app is also compatible with iOS, Android and Fire OS devices. To learn more, visit www.mitsubishicomfort.com/kumocloud.

Lennox Launches Feel The Love Program To Deliver Home Comfort To Deserving Homeowners

Lennox Industries, has launched Feel The Love, a North American community outreach initiative focused on providing home comfort to families in need, in partnership with its dealers.

The Lennox Feel The Love program invites individuals and local organizations in participating areas to nominate families or individuals in their communities to receive heating equipment at no cost, including installation. Recipients are chosen based on a variety of criteria, including physical, mental, or social disabilities; financial challenges; job loss; military service; and community service.

"Feel The Love is all about creating connections with the communities in which Lennox and its dealers live and work, to lend a helping hand by bringing comfort to deserving families," said Stephanie Bond, retail marketing director at Lennox Industries. "We're proud of the incredible partnerships between Lennox and its dealers, as well as community organizations throughout North America, and we're excited to continue to grow the program to serve even more individuals and families in need in the years to come."

Feel The Love began as the Heat U.P. program, launched in 2009 as a pilot community initiative in four markets across the U.S., including Michigan, Minnesota, Wisconsin and Illinois. The program will expand to communities across twenty states and five provinces in Canada, with the goal to continue to expand efforts to even more communities throughout North America.

For more information about the Feel The Love program, visit www.FeelTheLove.com/history

Carrier Introduces Two New AIG Labor Warranty Integration Programs

Carrier is working with American International Group, Inc. (AIG), a global insurance organization, to offer two new labor warranties as part of product registration. By offering the labor warranties during the product registration process, it eliminates time-consuming, excess administration for dealers. Carrier, a world leader in high-technology heating, air-conditioning and refrigeration solutions, is a part of Carrier, a leading global provider of innovative HVAC, refrigeration, fire, security and building automation technologies.

Two warranty options are being offered to dealers. The Select enhancement will ease the amount of time, clicks and data entry for dealers as the labor warranty purchase is now integrated with the product registration process. A call-to-action will prompt the

(Continued on page 16)



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NEWS CLIPS (Continued from page 15)

dealer to add labor coverage through an intuitive portal where product and consumer information will be automatically populated from the data entered into the product registration site. With this option, customers can also add the labor warranty themselves with just three clicks. Or, the ADVANTAGE enhancement is an option for dealers to include a pre-selected labor warranty to every registration systematically. A one-time online portal setup to determine what coverage level should be automatically applied will eliminate nearly all of the administrative tasks associated with the labor warranty purchase.

"Carrier is proud to be working with an industry leader like AIG in order to offer these two beneficial programs," said Becca Lewis, manager, Programs and Analytics, Carrier Residential. "With Select and ADVANTAGE, dealers can choose the labor warranty purchasing option that is best-suited to their business and have peace of mind that this will save them significant time during the purchase process."

"The Select and ADVANTAGE purchase paths provide an innovative solution to drastically reduce the administrative work required to process warranties," said Billy Leonard, vice president, HVAC Division, AIG Warranty. "With either a few clicks required to complete an order through the Select purchase path or by eliminating all upfront processing through the ADVANTAGE purchase path, dealers will see significant improvements in their overall experience. Carrier has always been viewed as an industry leader in our market, so it was natural that AIG targeted Carrier to be among the first movers for our new product."

As a leading insurance provider for HVAC Contractors in the New York Metro area, USI's Long Island office brings over 35 years of industry experience to your team. Our dedicated Construction Insurance Specialists provide top quality risk management with bottom line benefits to deliver individualized solutions.

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Editor's Notes

By Jason Staiano

The Policy of Warranties

I would say everyone likes the idea behind a warranty. It's one of those things that makes you feel good knowing that you have it, just in case you need it. It's also one of those things that you hope you never have to use. Warranties have stipulations from the manufactures that must be followed and it's important that you do.

My perspective on warranties is one of a manufacturer, I offer a warranty on my products as well as extended warranties. I can go into the trial and tribulations of warranties in the compressor industry, but that is for another time and for a much longer article. It's important to understand that all warranties are not created equal, as well as that you should really make sure you understand the warranty and the procedures that surround it. Some companies require product registration in order to establish the warranty, whereas others, especially on inexpensive items, require proof of purchase and they will just give you another. With the advancement of technology, more and more products now have diagnostic capabilities and that can play a role in the warranty. Think of the auto industry, they can plug into most vehicles and tell you everything that happened. I know the compressor industry in certain areas is taking advantage of diagnostic technology. Most warranties require some form to be filled out to get the warranty in process and it's important to do that. A lot of people do not always realize that the forms are important for not just warranty processing, but for the manufacturer to access the warranty and make sure there is not a manufacturing issue.

When it comes to warranties the devil is in the details and it's always a good idea to have a good look at what you are covered for and what the procedures are. Trying to make your own terms and dictate that to a manufacturer is never in your best interest. The terms and conditions of a product are created for a reason and manufactures are going to stick to them. In the end, you hope you never need to claim warranty and I am sure the manufacturer feels the same exact way.

Welcome to Our New MACC Members

Keith Keinstein, Contractor Member

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Sean Kotalik, Associate Member

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Stay Ahead Of The Game: 10 Updates To Your Employee Handbook For 2019

Have you recently updated your employee handbook? If not, it's certainly something employers must do immediately. Handbooks require regular review, especially considering the ongoing changes in federal, state and municipal laws. An outdated employee handbook can leave your business exposed to financial risk if you become the subject of a lawsuit brought by an employee.

Here are the 10 topics in your employee handbook you may need to update for 2019:

- 1. Sexual Harassment:** Both New York State and New York City have enacted anti-sexual harassment legislation. Employers must include policies regarding the prohibition of sexual harassment in the work place and policies explaining how employees can submit complaints of sexual harassment. Remember, writing a policy requiring employees to report incidents to their manager isn't helpful if the manager is the one doing the harassing – there should be multiple people complaints can be reported to.
- 2. Technology and Social Media:** As social networking increasingly becomes routine in our lives, employers should implement policies to educate employees on the company's expectations and limitations on usage. Problems ranging from workplace distractions and decreased productivity to invasion of privacy, disclosure of confidential information, and harassment may all stem from employees' use of social media in the workplace.
- 3. New York State Paid Family Leave:** As of January 1, 2018, private employers in New York must have Paid Family Leave insurance. Employees may take paid leave to bond with a newborn, adopt or foster a child, care for a family member with a serious health condition, or assist loved ones when a family member is deployed abroad on active military service. Employees must receive written guidance concerning their Paid Family Leave benefits, so employers should include a policy in their handbooks explaining the process to request Paid Family Leave and the benefits provided to employees.
- 4. Military Leave Absence Under FMLA:** Employers with 50 or more employees are subject to the Family Medical Leave Act (FMLA). Employers are required to adopt a written policy detailing employees' rights under FMLA. In addition to FMLA leave for a serious health condition, eligible employees with covered family members serving in the military may take military caregiver leave or qualifying exigency leave under the FMLA. Military caregiver leave provides eligible employees with the right to take up to 26 weeks of unpaid leave during a single 12-month period to care for a covered service member with a serious illness or injury incurred or aggravated in the line of duty. Military exigency leave allows eligible employees whose spouse, parent, son or daughter is called to serve active duty, to take 12 weeks of unpaid leave related to the call-up of their family member.
- 5. Genetic Information:** Genetic information should be added to your list of protected classes. The Genetic Information Nondiscrimination Act (GINA) went into effect on January 1, 2009, yet, it is still relatively unknown to many employers. GINA protects employees from discrimination based on their genetic information, including information about an employee's family members. Genetic information includes information regarding an employee's family history and the results of genetic tests. Employers with 15 or more employees are subject to GINA. Violations of GINA have resulted in liability exceeding \$50,000. Employers must be aware that laws and regulations continue to expand protections to new categories of individuals – companies must stay up to date on these laws and have their written policies reflect the changes.
- 6. E-cigarettes:** As e-cigarettes have become increasingly popular, employers should update any no smoking policies or policies that restrict where employees may smoke to include e-cigarettes and vaping.
- 7. Active Shooter Plan:** Employers should create policies that set forth the protocol employees are to follow should they encounter an active shooter in the workplace. Developing an emergency plan and practicing drills with employees can be the difference between life and death for your employees.
- 8. FMLA and ADA:** If your business is too small to be subject to FMLA or if you have employees who have used up their leave under the FMLA, employers must be aware that the Americans with Disabilities Act (ADA) (or similar state or local law) may require the company to reasonably accommodate employees' disabilities.
- 9. Maternity/Paternity Leave:** Check your handbooks to make sure that rules for baby-bonding are the same for mothers and fathers. While it is permissible for employers to include different standards for mothers regarding the physical limitations arising from being pregnant, all policies regarding parental leave should use gender-less terms such as "primary caretaker." Employers may also want to distinguish between medical leave (i.e., for recovering from childbirth) and parental leave (i.e., for bonding with the new infant). It is discriminatory to give new fathers less parental leave time than new mothers.
- 10. Multiple Locations:** It is not a good idea to have a single handbook with blanket policies for workers in different jurisdictions. Employers may be subject to different laws and rules for employees working in different states or in different counties or cities in the same state. If you have multiple office locations or employ remote workers in different states, be sure to add state or local supplements to the handbook that is distributed to employees working within those locales.

If you have any questions about your handbook or other employment regulations, please contact me at 516-921-3400 or email me at abpearl@pmpHR.com. Happy New Year!



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