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Dear PHRA Members,

As 2019 comes to an end, we want to take a moment to recognize our membership for your commitment and continuous hard work in progressing the HR profession and contributing to yet another successful year for the Pittsburgh Human Resources Association (PHRA). Thanks to our group of committed member volunteers, we were able to deliver on all of the goals we set out to achieve this year!

Top Ten 2019 PHRA Highlights:

<table>
<thead>
<tr>
<th>1. Johnny C. Taylor, Jr., SHRM-SCP, President and Chief Executive Officer of SHRM, powerfully opened the conference by Disrupting HR Like Nothing We’ve Ever Seen. We took a deep dive into how the profession plays a key role in three specific areas: the work, the worker, and the workplace.</th>
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<td>2. Launched a sleeker, more user-friendly website that allows our members to make the most of their membership with easier access to our resources, events, and the PHRA community.</td>
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<td>3. UpContent has enabled us to streamline our content distribution to help members find relevant, high-quality and timely resources on a consistent basis.</td>
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<td>4. Produced our 1st HR “Department of 1”! This course provided our members the credibility and the confidence they need to be more effective in their role.</td>
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<td>5. PHRA’s 1st Month of Diversity and Inclusion celebrated respect, integrity and ageless wisdom by providing messages to encourage and empower members to live a life full of Diversity and Inclusion.</td>
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<td>6. Engaged 95 volunteers throughout our Committees, Board of Directors, and Executive Committee. This a 9% growth over 2018.</td>
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<td>7. 1,067 HR Professionals participated in our programming and networking events. 257 participants were nonmembers, of which 74 joined!</td>
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<tr>
<td>8. Helped 53 members achieve their professional certification through our SHRM-CP and SHRM-SCP preparation courses. This a 38% growth year over year</td>
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<td>9. Consistently provided 64 Learning &amp; Professional Development seminars resulting in 70 SHRM &amp; HRCI Recertification Credit options.</td>
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<td>10. The financial strength of the association continues to be solid and show modest growth.</td>
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Looking into 2020, and based on the comments from the Member Opinion Survey, you can expect to see:

• More programs focused on educational trends in HR.
• Legislative updates.
• New, innovative approaches to traditional HR programs.
• Training/information regarding local laws and compliance issues.
• More ways to become involved and to contribute to the progression of the HR profession!

We wish you the very best as we head into the New Year and look forward to another year of excitement, growth and possibilities as we work together to achieve our most important goal: serving the PHRA members!

Our very best regards,

Liz Lamping
Executive Director

Katherine Miller
Membership Coordinator

All photos taken by Alan Bolyard, Jr.
PHRA President’s Message
Dr. Peter Gabriel, ACC, President, PHRA

Dear PHRA Members,

I am honored to be writing to you, the members of the PHRA, as your President. In the year to come, my overall goal is to lead the PHRA in manner that will move the organization to the next level so that we are better positioned to meet the PHRA’s Vision and Mission statements. For those that are not familiar with those statements they are as follows:

Vision: To align human resources as a strategic business partner in organizations by leading & increasing HR competency and business acumen.

Mission: To empower and educate HR and business professionals at all levels to execute strategic business objectives through mentoring, professional development, and networking opportunities.

In an attempt to move the organization to the next level we need to serve our members not for today, but for the next decade. At last year’s 71st Annual Conference and Exhibition Johnny C. Taylor, Jr., SHRM-SCP, Chief Executive Officer of the Society for Human Resource Management (SHRM), powerfully opened the conference by Disrupting HR Like Nothing We’ve Ever Seen. Johnny interconnected the past, present, and future state of HR, and how to be(come) a strong contributor to the “bottom line.”

When Johnny concluded his presentation, I walked away with four key points that I feel are vital to the success of our members, therefore this year my focus to drive our vision and mission forward:

1. Do the HR Function Well ... or Someone Else Will! Our 2020 programing calendar is packed full of educational programs to ensure you have the knowledge to be the best!

2. Attract the “Smartest” People to HR! Our networking events will provide the opportunity to share best practices with the profession’s smartest leaders! The work done in any organization grows from the conversations and efforts of people outside of an individual’s immediate sphere. Join us this year at quarterly networking socials!

3. Understand How Your Employer Makes Money! Our programs will help you accomplish career goals and develop valuable skills impacting your company’s bottom line!

4. Practice Courageously! Challenge yourself, step out of your routine, try something new every day!

I am excited to take on the challenges of the future and I believe our volunteer leaders (members of the Board of Directors, Committee Chairs and Committee Members) are up to the task as well. I look forward to another year of excitement, growth and possibilities as we work together to achieve our most important goal: serving and advancing the HR Profession!

Dr. Peter Gabriel, ACC
Leadership/Executive Coach, Leadership Consultant, and Team Facilitator
Key Leadership LLC
Thoughts from the Past President
Janet K. Manuel, PHRA Past President

Happy New Year!

Ahhh….the time where vows to do and be better, change old ways, don’t procrastinate etc. are made. Since I just completed serving as President for the PHRA in 2019, I can personally attest that 365 days will go by very fast and before you know it…..a New Year will arrive again.

I still serve on the PHRA Board as Past President and my responsibility is to lead the “Nominating Committee” which is responsible for soliciting and interviewing nominees for vacant committee chair and PHRA board positions. Ultimately producing the slate of 2021 Board of Director nominees for the PHRA members at large to vote and select who will serve as a board member for 2021!!

I vow not to procrastinate with this responsibility and will start now!! I want to plant the seed in your mind and ask the question “Will you consider serving in a Volunteer Leader role for the PHRA? What does that mean? I’m glad you asked! Are you looking to give back to the HR profession? Do you want to help move the HR profession forward?

Serving as a Pittsburgh Human Resources Association 2021 Committee Chair and/or Board of Director is the perfect opportunity for you to be a Volunteer Leader!

The Committee Chair leads the committee in its endeavors to ensure that the goals are accomplished. Elected committee chairs serve a two-year term with responsibilities that include attendance and participation in Committee meetings and PHRA events. Committee leads provide core leadership consistent with state, regional, and SHRM policy, strategies and objectives. Committee Chairs effectively operate the chapter so that the needs of the members are met.

The Board is an active body that not only governs the Association but also makes the strategic decisions concerning PHRA’s future. Elected directors serve a three-year term with responsibilities that include attendance and participation at Board/Committee meetings and PHRA events.

Principle Accountabilities:

- Uphold the Association’s mission and vision.
- Provide legal and fiduciary oversight and responsibility for the organization.
- Approve budgets, candidate slates, and capital expenditures in excess of a specified level.
- Approve the Officers of the Association.
- Approve and measure performance against strategic plans of the Association.
- Establish and discontinue committees.
- Ensure that the Association has highly effective leadership.
- Maintain the integrity of Association services and products developed for the benefit of members.
- Actively participate in the Association through attending the programs and activities on a regular basis to provide visible support of the Association.
- Assist in identifying future leaders of the Association for Succession Planning purposes.
- Attend and participate at Board meetings.

I look forward to seeing you at an event in 2020 and discussing your involvement in the chapter’s leadership.

Janet K. Manuel
PHRA Past President
Director, HR & Civil Service and EEO/D&I Officer
City of Pittsburgh
Leadership Coaching

Career Management

Career Transition

Transform your career or your business

Calfe & Associates
Human Resources Consulting

Phone: (412) 760-1619 Email: cmcalfe@calfeassociates.com
Celeste Calfe, Owner & President
CALFEASSOCIATES.COM
The National Labor Relations Board (NLRB) issued two decisions on December 17, 2019, that reversed prior precedent on key workplace issues. In these decisions, the NLRB held that (1) employers may prohibit employees from using company email for non-business purposes; and (2) employers may require confidentiality during open investigations. Both decisions will have immediate effects on key workplace rules.

**BUSINESS USE OF EMAIL**

In *Caesars Entertainment*, 368 NLRB No. 143 (December 17, 2019), the NLRB ruled that Caesars’ policy that banned the use of its email system for non-business purposes did not violate federal labor law. This reverses the NLRB’s decision in *Purple Communications*, 361 NLRB 575 (2014), which had previously held that employer rules prohibiting employees from using company email systems for union activities were presumptively invalid.

In reversing *Purple Communications*, the NLRB held “employees have no statutory right to use employer equipment, including IT resources for [NLRA] section 7 purposes.” It is important to point out that it remains unlawful for employers to maintain policies for work email that treat union discussions differently than other non-work communications. In other words, if an employer wishes to maintain an email policy that prohibits union discussions on work email and other computer and IT systems, it must enforce the policy equally for all non-business purposes. Also, the NLRB pointed out in *Caesars* that there is an exception that would allow workers to use company email for union business when it is “the only reasonable means for employees to communicate with one another.”

Because many employers revised their email and computer use policies after *Purple Communications*, all employers should revisit their current policies to determine if they are written in the most effective manner.

**CONFIDENTIALITY OF INVESTIGATIONS**

In *Apogee Retail*, 368 NLRB No. 144 (December 17, 2019), the NLRB held that employers may lawfully prohibit employees from discussing open workplace investigations. This decision reverses the NLRB’s previous decision in *Banner Estrella Medical Center*, 362 NLRB 1108 (2015), in which the NLRB had held that policies requiring confidentiality of investigations infringe upon workers’ rights.

In *Apogee*, the employer maintained a rule requiring workers “maintain confidentiality” and prohibited “unauthorized discussions” about workplace investigations such as sexual harassment investigations. In reversing *Banner Estrella*, the NLRB noted that “investigative confidentiality rules are lawful … where by their terms the rules apply for the duration of any investigation.”

Many employers were frustrated by the *Banner Estrella* decision because they believed that the inability to require confidentiality in workplace investigations could compromise the effectiveness of such investigations.

All employers should review their current policies in light of the Apogee decision.
In a new case filed in the Court of Common Pleas of Allegheny County, Pennsylvania on October 10, 2019 at Docket No. GD-19-014418, Derek Gsell of Moon Township, Pennsylvania is suing Universal Electric Corporation for rescinding a job offer because he tested positive for THC (the active ingredient in marijuana) in a pre-employment drug test. Mr. Gsell possesses a Pennsylvania medical marijuana card, which allows him to purchase and use marijuana for medical purposes.

As reported earlier this year by HR Legalist, suits have been brought in other states with similar medical marijuana legislation. Section 2103 of Pennsylvania’s Medical Marijuana Act (previously discussed by HR Legalist here), prohibits employers from taking certain adverse actions against employees based on their legal usage of medical marijuana. Employers, however, are not required to allow employees to come to work under the influence of medical marijuana when the employee’s conduct “falls below the standard of care normally accepted for that position.” The act also contains exceptions for acts that would put the employer in violation of Federal law.

According to Mr. Gsell’s complaint, he accepted a job offer that was contingent upon successful completion of among other things, a pre-employment drug screen. He underwent a pre-employment hair follicle drug test provided by a third-party contractor. When the contractor informed Mr. Gsell that he had failed the drug test, he provided a copy of his medical marijuana card. The contractor updated his test result to state, “the donor claimed medical marijuana use and provided documentation supporting this claim in the state of PA. Recommendation expires 9-3-20.” Later that afternoon, Universal Electric’s HR Generalist called Mr. Gsell to inform him that his offer would be rescinded because of his drug test result. Mr. Gsell again stated that he had a prescription for medical marijuana. Universal Electric then sent Mr. Gsell an email confirming that his position was “no longer available due to your positive drug screen results.”

Mr. Gsell’s complaint also notes that the position in question did not involve the use of any chemicals, high voltage electricity, or heavy equipment, and mostly consisted of paperwork at a desk. Universal Electric has not yet responded to the Complaint.

Mr. Gsell’s claim is a very clean test case for the practicalities of enforcing an employee’s rights under Section 2103 because Universal Electric (at least according to the complaint) stated its reason for rescinding the offer in an email. Under these circumstances, it will be difficult for Universal Electric to claim that Mr. Gsell’s marijuana use would cause him to fall below the standard of care for the position. This case does present some uncharted legal issues and it will be interesting to watch its progression through the courts.

In the meanwhile, employers are well-advised to avoid being the next test case. Drug testing policies should be updated to reflect Section 2103, and employers should carefully analyze whether the employee is protected by Section 2103 before making any adverse employment decision regarding any employee who is a legal medical marijuana user.
When the labor market is as competitive as it is now, there can be an employment negotiation shift that favors the employee much more than the organization. The US Unemployment rate is at a 50-year low! We all knew it was good, but a 50-year low! Economists think we are at, or near, full employment, which is the lowest the unemployment rate can go without triggering inflation. All of those factors are leading to the increase of “quit threat”, a term coined by Heidi Shierholz, former chief economist for the department of labor.

The flippant joke of “I want to quit”, after a bad day in the office, has become much more of a reality based on the current labor market. Low unemployment means workers can threaten to quit, because they can easily find a new job. Leaders should take this as a serious threat to their talent pool. The “quit threat” can lead to some pretty big organizational impacts such as; counter offers, off cycle raises, benefit package bolstering, and new title creations just to name a few. If you don’t take it as a serious threat it can lead to a talent scramble as your organization now tries to find the right talent in a tight market. If a manager or organization is caught off guard by this conversation, it could lead to more impact than is necessary.

All industries and level of manager could find themselves in a “quit threat” conversation. Super specialized skill sets have had leverage for years, because replacing a rocket scientist has always been difficult. But, the current labor market has given people in more saturated fields extra leverage as well.

So, how do you prepare your organization, especially your managers to handle this conversation? There are some tactics that can be explored to help make the “quit threat” a little less threatening. Some address the conversation with the employee, and others address mitigating the risk to the organization.

First, prepare managers that the conversation could happen, regardless of industry. Craft some language that managers can use if an employee poses the idea of the “quit threat” to them. When a negotiation conversation catches a manager off-guard they are at a further disadvantage.

Second, don’t be too quick to offer concessions for the employee to stay. Really try to draw out what the employee is looking for. For some, nonmonetary options may be just as enticing as a raise. Additionally, be realistic about what positions and talent areas the organization is willing to negotiate for.

Next, have some pre-approved packages that you can offer to keep talent you find are critical to success. Starting with offers that are nonmonetary can help mitigate some of the compounding bottom line financial impact, but still provide the extra value the employee is seeking. Know what is fair and equitable for wage increases, and having an internal structure to figure that out quickly is also helpful. Being ready with preapproved packages can help convey the feeling of expediency and being valued to the employee as well.

Finally, a companywide approach to addressing the “quit threat” is a solid passive recruitment strategy. Even though it is called a threat, at times it will become a reality. Having potential talent interested in your organization can keep your organization from having critical roles unfilled for an extended periods of time.

While none of us have crystal ball to predict the labor market, experts are saying we are still in a good place and should be for some time. So, creating a “Quit Threat” risk mitigation strategy, that fits your company culture and HR strategy can help you navigate and take advantage of the current economy.
If you are in the process of setting goals and/or resolutions for the New Year, I highly recommend adding *Preventing Workplace Harassment in a #MeToo World: A Guide to Cultivating a Harassment-Free Culture* by Bobbi K. Dominick, Esq. to your reading list. This book is a comprehensive reference guide for human resource and c-suite professionals alike. Anyone involved in leadership, shaping workplace culture, setting policies, developing or leading trainings, and/or investigating workplace harassment will benefit from reading this guide.

Dominick begins by identifying a course of action in which harassment is approached proactively, rather than reactively, and urges leaders to assess where support may be lacking. The author incorporates timely stories to reinforce her message and inspire various levels of management to actively champion a harassment-free workplace. As most, if not all, human resource professionals are aware, workplace harassment has costs that go beyond a settlement or lawsuit, and Dominick helps to identify some of those lesser-known costs.

The author outlines harassment training for employees and/or managers in the chapter “Does Your Training Miss the Mark?” She suggests that an effective employer/trainer should have a specific goal in mind and develop it around the unique culture of the organization and that it never be done only as a crisis-management response. Dominick also addresses how to introduce the training and suggests that the training be presented by the leaders of the organization, but they should “never appear to be apologetic.” The author also recommends seven goals for all harassment trainings, which can be used as a framework.

The next section of the book addresses harassment policies and why they must be tailored to an organization’s culture and also covers the necessary legal aspects and components of these policies. When describing a study by James Gruber and the necessity of preventing harassment proactively, she states that “a policy does not stand on its own; it works in conjunction with training and other reinforcement.” She also identifies elements of an effective policy and stresses that workplace harassment awareness training should not be a one-time event.

In the last third of the book, the author details issues pertaining to post-training, including how an organization’s response to a complaint is critical in further shaping the organization’s culture. Dominick also addresses retaliation issues and the need to be prompt and appropriate with any corrective action. She concludes with a chapter that pertains to the aftermath of a complaint, which includes retraining an individual harasser, helping a victim return to a “preharassment level of comfort in the workplace,” and the role of the organization’s leaders.

When I first heard of the book, it caught my attention, especially considering the news we hear on a regular basis pertaining to #MeToo and harassment in the workplace. After reading it, I would describe Dominick’s book as a survival guide for change leaders in any organization. It is the most comprehensive book I have encountered on the topic of harassment because it explains not only what to address in the workplace but how to do so appropriately.

This books is available for re-certification credits. To learn more, [Click Here](#)
Heading into a presidential election year, there is no time like the present to review the rules of the road as they pertain to voting leave.

At the federal level, there are no laws requiring that employees be given time off from work for voting. However, a growing number of states have enacted such laws.

Some 32 states have laws that require employees to be given time off from work to vote. Several states require that employees provide certain periods of advance notice. The employees in some states are impacted by whether the polls are open during the employee’s non-working hours and, if so, for how long they are open. Some states require the time off to be paid, while others permit the time off to be unpaid. If your company operates in one of the states listed below, a detailed review of the applicable state law is certainly warranted.

States that require employers to grant employees, essentially, as much time off as is necessary for voting are as follows: Alaska (paid); Arkansas; Iowa (paid); Minnesota (paid); Mississippi; Missouri; North Dakota; Ohio; and Texas.

Other states require employers to grant employees with specified periods of time off for voting. Alabama and Wyoming require up to one hour off (in Wyoming, this time off is paid). California (paid), Colorado (paid), Georgia, Hawaii (paid), Illinois, Kansas (paid), Maryland (paid), Nebraska (paid), New Mexico (paid), New York (paid), Oklahoma (paid), South Dakota (paid), and Utah (paid) require up to two hours off. Arizona (paid), Tennessee (paid), West Virginia (paid), and Wisconsin (paid) require up to three hours off.

Finally, a smattering of states have uniquely complicated laws in this area. Kentucky requires employers to give employees up to four hours off for voting, but up to an entire day off in order to undergo training to become an election officer. Massachusetts’ law applies only to employers in the mercantile, manufacturing and mechanical industries, requiring them to give employees up to two hours off. Nebraska requires employers to give employees certain specified periods of time off based upon the distance between the employees’ place of employment and the employee’s polling location. Lastly, the District of Columbia’s law applies only to government employees (requiring that they be granted an unspecified amount of paid “administrative leave”).

If your state does not require employers to give employees time off for voting, but you elect to do so (or you elect to give more time off than is legally required), be sure to grant such time (and the amount thereof) on a uniform basis. In other words, a uniform practice should be developed and communicated across the enterprise, so as to avoid a circumstance where employees in a particular protected class are inadvertently given more time off than their comparators.
Now that the holiday season has come and gone and we settle back into the daily work grind one’s thoughts turn towards looking forward to the 2020 holidays. My favorite holiday is Halloween with its ghosts and goblins and other scary traditions! Halloween conjures up frightening thoughts and visions, and nothing is scarier than visions of ghosts and other ghouls running amok in one’s fantasies.

In recent times ghosts have begun to play a major role in our HR world as the term “ghosting” has entered the dictionary of HR professionals worldwide. Employee ghosting is now a popular buzz term referring to the practice of prospective applicants and potential employees not “showing up” after being recruited (or hired), or not attending the final stages of the interview process after being almost assured of placement. It can also refer to current employees dropping “off the radar” after a few months or even years and not reporting to work, and associated forms of “simply disappearing” without prior notice or information.

According to a recent survey by Clutch, who surveyed 500+ newly hired individuals nearly half of job seekers (41 percent) believe it’s reasonable and acceptable to ghost a company. It has become surprisingly common for both prospective and current employees to drop off the grid at various stages of the employment process. These employees are never to be seen or heard from again and they are deemed to be ghosts who have vanished from sight possibly seeking to resurface to haunt other unsuspecting employers.

While ghosting seems to be a rather new phenomenon in the HR world it has actually been around for a long time. However, in the past it has mostly been companies and recruiters that have ghosted candidates and/or employees. So now it seems as if employers are getting a taste of their own medicine. How many times have you applied or interviewed for a job only to never hear even a peep back in return from the company? Have you ever contacted a “headhunting” firm who had multiple possibilities for you that all suddenly seemed to dry up without any feedback from the recruiting firm? Do you know of anyone who was told on a Friday afternoon that they are no longer to report to work Monday due to massive layoffs?

There are very few companies today that are immune to employee or candidate ghosting. I myself have recently been excited over numerous potential candidates that seem excited during the first conversation or interview only to then fall from the face of the earth. We recently hired a manufacturing employee who reported to work on day one and was in the process of shadowing their trainer learning to operate a piece of machinery. During the training the new employee asked to use the rest room and after about thirty minutes had passed and the “restroom search party” turned up empty it became evident that this employee would never be heard from again. Numerous calls and e-mails solidified this fact.

So why are we now hearing more about employee ghosting as if it is a new phenomenon? The truth is, there are many contributing factors. For one thing, the unemployment rate is lower than it has been in almost two decades. With more open jobs than unemployed persons, workers have a newfound advantage: If they don’t like a job situation, or if they find something better, it’s easier than ever to go find something else.

Another factor has to do with the effect’s technology have had on the communication style of younger generations. Social media and messaging apps have helped persons establish relationships quicker, but a lack of face-to-face conversation and personal contact often make for relationships that lack depth.
Simply put, many feel no need to have an awkward conversation with a recruiter or manager if they can take the easy way out and ghost them.

Of course, as mentioned earlier there’s another factor companies are now forced to consider and that is they are simply getting a taste of their own medicine. Job seekers today believe it’s acceptable to ghost, but they are also frustrated with companies that disengage without warning. Overall, most people believe ghosting is unacceptable, no matter who does it. However only 59% of candidates find ghosting unreasonable when they ghost a company, compared to 78% find it unreasonable when a company ghosts a candidate. Surprisingly the Clutch survey also determined that the second highest reason that candidates ghost a company is because they feel that the company itself is ghosting them…go figure!

There are many other reasons why candidates and employees ghost companies. Would you like to hear more of them?

Equally as important there are many solid strategies that companies can adopt so that their instances of ghosting decrease dramatically. Would you like to learn more about these strategies?

Well, being the ghoulish person that I am, I am going to leave you in suspense! I will tell you however that if you wish to learn of these reasons and strategies as well as more about this topic and other 2020 HR trends you MUST attend the PHRA’s HR Academy on March 20, 2020.

Location:
DoubleTree by Hilton Pittsburgh1
Bigelow Square, Pittsburgh, PA 15219

I am honored to be amongst many great speakers for this day-long event and I will elaborate much more on this topic. Whether you are a new or experienced HR professional this conference is designed to provide you with the knowledge, tools and resources that you need to manage and lead in the core functions of HR as well as other specialized areas. There will be four tracks in all:
• Legislative
• Leadership, Planning & Strategy
• Employer Branding & Communications
• Recruitment and Talent Management).

Pick and choose sessions as you like and end the day with the HR skills to take your HR and corporate value to the next level.

Visit the PHRA website for more details and to register. I hope to see you there and I sincerely hope that you will not ghost my presentation.

Ghosting...And I Do Not Mean the Halloween Kind! (cont.)
Last summer, the Supreme Court of Pennsylvania revived the Paid Sick Days Act (PSDA), a 2015 ordinance requiring businesses to provide paid sick leave to any employee who performs at least 35 hours of work within the geographical boundaries of the City of Pittsburgh (City) in any calendar year. The high court’s ruling came more than two years after a lower court struck down the PSDA as exceeding the City’s authority under state law.

On December 16, 2019, the Mayor’s Office of Equity (MOE), the entity charged with administering and enforcing the PSDA, issued its official guidelines for administering the PSDA (Guidelines). The Guidelines set the effective date of the PSDA as March 15, 2020. Thus, any business with an employee who performs 35 hours or more of work within the City of Pittsburgh should begin preparing to comply with the PSDA.

While a more exhaustive discussion of the PSDA requirements can be found here, it is important to remember the following key provisions (as recently clarified in the Guidelines):

- **Employers with 15 or more employees** must provide one hour of paid sick leave for every 35 hours worked, up to a maximum accrued amount of 40 hours in a calendar year. Accrued sick leave must carry over from year to year, unless the full amount of sick leave is granted to employees at the beginning of each calendar year.

- **Employers with less than 15 employees** must comply with the same obligations set forth above, except that the maximum hours that can be accrued and carried over is 24, and for the first year (i.e. from March 15, 2020 to March 15, 2021), the sick leave can be unpaid.

- The requirements for paid sick leave apply to both full-time and part-time employees.

- Employers must provide written notice of the PSDA requirements to their employees and post an agency approved notice poster, the updated version of which can be found here.

- The Guidelines clarify that when an employer is located outside of the City, but an employee performs work within the City, the employee is entitled to sick leave under the PSDA once the employee performs at least 35 hours of work within the City in a calendar year. In such instances, only the work performed within the City will be included in the computation of paid sick leave.

- Employers cannot discriminate or retaliate against employees who exercise their rights under the PSDA. Employers can be fined up to $100 for each violation of the PSDA. In addition, the City can seek full restitution for employees who suffer lost wages and benefits, as well as reinstatement.

Importantly, employers need not adopt a separate sick day policy if their current paid time off policy complies with the PSDA. However, to comply with the PSDA, the paid time off policy must:

- Apply to both part-time and full-time employees who work in the City,

- Provide the employees with no less than the number of paid days off required under the PSDA, earned at no less than the same rate, and

- Permit employee to use the time off in the same manner as under the PSDA.

If not, then the employer must amend its current policy to incorporate the PSDA requirements, or adopt a separate PSDA policy.
New Members

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<th>Organization</th>
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<td>Allison Bennett</td>
<td>Target Corporation</td>
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<td>Raymond Betz</td>
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<td>Charles Bolden</td>
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<td>Jamie Burkholder</td>
<td>Interim HealthCare of Pittsburgh</td>
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<td>Ian Burkland</td>
<td>University of Pittsburgh; Katz Grad</td>
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<td>Mary Del Rossa</td>
<td>Human Capital Advisors, LLC</td>
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<td>Monique DeMonaco</td>
<td>Coach Monique &amp; Associates</td>
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<td>Thermo Fisher Scientific</td>
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<td>John Doren</td>
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<td>Daniel Duzyk</td>
<td>Cowden &amp; Associates</td>
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<td>Jeanne Hanson</td>
<td>Maronda Inc. and Subsidiaries</td>
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<td>Lorrie Kuny</td>
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<td>Cara Mia Londino</td>
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<td>Trevor Newman</td>
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<td>Francesca Pascale</td>
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<td>Shabana Reza</td>
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<td>Claudia Roehrig</td>
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<td>Katelin Snodgrass</td>
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<td>Susan Weber</td>
<td>Reed Smith LLP</td>
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<td>Tom Zimmerman</td>
<td>USI Insurance Services</td>
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On the Move

Congratulations to the following PHRA members on their recent achievements:

- Kim Stoberski has achieved her SHRM-CP certification
2020 EVENTS

The Pittsburgh Human Resources Association offers many valuable networking and education programs throughout the year. Keep an eye on the PHRA online event calendar for a complete and up-to-date listing of all programs. Register for an upcoming event today!

February 13 | Network
Meet Your PHRA Colleagues
Networking Event - February 2020

February 18 | Certification
Spring 2020 12-Week SHRM-CP and
SHRM-SCP Prep Class begins

February 18 | Learn
Creating and Communicating
Your Compensation Plan

March 17 | Learn
Intercultural Communication
Competence: A Key to
Understanding and Acceptance
in Organizations

March 20 | Learn
HR Academy

April 14 | Learn
Flexible Engagement

April 23 | Network
2020 Engaging Pittsburgh Awards
Nominations and Celebration

June 2 | Learn
People, Performance, and Data:
Using Data Analytics to Improve
Performance Management

To learn more and register for PHRA events

Click Here

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Suite 1852
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Pittsburgh, PA 15222
Phone: 412-261-5537
www.PittsburghHRA.org
LA ROCHE’S MASTER’S PROGRAM IN HUMAN RESOURCES MANAGEMENT GAVE ME THE SKILLS AND CONFIDENCE TO EXCEL IN MY CAREER AS A RECRUITER. I HAVE MADE VALUABLE CONNECTIONS WITH TALENT ACQUISITION PROFESSIONALS IN THE PITTSBURGH REGION DUE TO MY EDUCATION AT LA ROCHE.

- KATHRYN FAULKNER ’06, MSHRM ’16
  RECRUITER | UPMC