

BACK BY POPULAR DEMAND: WAGE AND HOUR QUIZ!

This time, it's multiple choice!

Timesheets

1. You still must pay an employee when he turns his timesheet in late, but you can wait until the next payday to do so.
2. You still must pay an employee when he turns his timesheet in late, but you have 24 hours to get it to him.
3. You still must pay an employee when he turns his timesheet in late, but you can just pay him minimum wage until you get the timesheet.
4. You still must pay an employee when he turns his timesheet in late. You must pay him on time and pay the correct amount. It is up to you as the employer to make sure the employee's hours are being accurately tracked. If you've delegated this responsibility to the employee and he is not fulfilling it, you can discipline him as you would for any other infraction. However, you must still meet your own legal obligation and pay him what you believe you owe him.

To no one's surprise, # 4 is the correct answer. If it is payday and you don't have the employee's timesheet, you must still do what you can to pay him what he's owed.

There are several ways you can pull together this information: You can talk to the recalcitrant employee himself. You could also talk to his direct supervisor, and review time sheets from previous pay periods. But what you cannot do is sit and wait for the employee to finally deliver that piece of paper.

Perhaps one answer is to have a "Plan B," a way to get the information even if the employee breaks your rules and turns the timesheet in late. The methods mentioned above might be helpful in this regard. You might also want to do some "reality training" for the entire workforce, impressing upon them that although this may seem a mundane task, it is the essence of your being able to do your work efficiently. And to emphasize the point, you can remind that since this is as important as any other work they do, they could be disciplined for not completing it.

Part-Time and Full-Time Employees

1. The law defines who is a part-time and full-time employee.
2. If a part-time employee has worked a certain amount of time for an employer, she automatically becomes a full-time employee and must start receiving full-time benefits.
3. Every employer must offer employee health insurance after the workforce has grown to a certain size.
4. None of the above. Although there are many good reasons for an employer to offer health insurance and other benefits to its employees, it remains the employer's decision as to whether or not to do so.

Again, #4 is the correct answer. If an employer does decide to provide such benefits, however, the employer must take care to clearly spell out what the benefits are, who is entitled to them, and how employees can obtain them. Otherwise, the employer's good intentions could backfire and end up in confusion – and possible lawsuits for breach of contract and/or discrimination. While these lawsuits ultimately may not be successful, it is obviously to the employer's advantage to do everything possible to avoid them in the first place. And as with the prior example, clear communication and an open-door policy is the best defense, as well as the best tool for a harmonious and productive workforce.

For more information on this and other important issues affecting Oregon employers, including seminars conducted by BOLI's Technical Assistance Unit, please visit our website at www.oregon.gov/boli/ta. You can also call us at 971-673-0824.