

## SALARY TRENDS FOR 2006

- Pay raises will remain moderate, but incentive pay and bonuses for performance will be utilized more.
- Employers will enable more work from home programs in order to retain quality employees.
- Managers will give on-the-spot bonuses to employees in order to provide immediate positive feedback and motivation.
- Technology will allow faster calculation and payouts on bonuses.
- High-demand jobs, such as accounting and data and technology security will offer higher starting pay, bonuses, and incentives.
- Training for new employees and ongoing education for existing employees will become more and more important in making professional progress.
- Employers will find creative ways to retain existing employees.
- In order to make funds more available for the rest of the employees, companies will cut back on executive perks.
- Signing bonuses will be offered in moderation in order to attract employees who are in high demand, but employers will use more caution in using them.
- The use of stock options will continue to decline and be replaced with other incentives and bonuses.

Source: [www.salary.com](http://www.salary.com)

## DEPARTMENT OF LABOR LAWS YOU SHOULD KNOW

**The Department of Labor (DOL) governs many of our federal laws concerning employment.**

Since the DOL administers and enforces over 180 laws, keeping your company compliant can be daunting. Here is a brief roundup of some of their major laws.

**Wages and Hours:** Unless the employee is salaried, s/he must receive at least \$5.15 per hour, with hours worked over 40 paid and time-and-one-half of their regular rate of pay. Children under the age of 18 are restricted in the amount of hours and danger level of work.

**Workplace Safety and Health:** Regulated by the Occupational Safety and Health Administration (OSHA). Employers have a duty to provide a safe, hazard-free workplace, following OSHA guidelines. For a free poster, visit [www.OSHA.gov](http://www.OSHA.gov).

**Whistleblower Protection:** employees who report their employers for violations of the law are protected by the DOL. Employees can be granted back wages or reinstatement of their jobs.

**Military Protection:** Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees who serve in the armed forces up to five years are entitled to return to the same jobs they left. Furthermore, if the employee would have been promoted during the time they were gone, s/he must be placed in a comparable position upon returning.

**Lie Detector Protection:** Most employers are barred from using the polygraph test on employees except in limited circumstances.

These laws can be very detailed and it is important that they are followed correctly. For more information, please visit [www.dol.gov](http://www.dol.gov), or contact your HR or payroll manager for assistance.

**Garnishment of Wages:** Employers are required to comply with garnishment orders against employee wages. Employers may not reduce the amount of the garnishment unless it takes more than 50% of an employee's pay. Disputes to garnishments must be handled directly between the employee and state garnishing authority.

**FMLA Protection:** Under the Family Medical Leave Act (FMLA), employees are allowed up to 12 weeks per year (consecutive or sporadic) unpaid leave for the birth or adoption of a child or to care for themselves, a spouse, parent, or child during serious illness. Employees must be reinstated to their same or comparable job duties immediately upon returning to work.

**Construction:** There are several extra programs designed for the construction industry with several agencies and acts to administer them. OSHA has special safety standards that must be met and the Office of Federal Contract Compliance Programs provides protection such as equal employment opportunity.

**Mass Layoffs:** Under the WARN act (Worker Adjustment Retraining Notification), companies with more than 100 full time employees must give 60 day written notice of impending layoffs, plant closings, or reduction of hours by at least 50%. This gives the employee time to find another job or skill.

“The secret of joy in work is contained in one word — excellence.  
To know how to do something well is to enjoy it.”

Pearl S. Buck

### CORPORATE HEADQUARTERS:

3550 West Robinson  
Norman, OK 73072

tel: 405.292.1428  
fax: 405.292.1436

toll free: 888.811.5150  
toll free fax: 888.811.5161