



# Sutter County One Stop Employer Connection



January 1, 2009

Volume 9

## Turn Ordinary Workers into Office Performers

### Discover the benefits of Microsoft Business Certification.

Ready to get the most out of the 2007 Microsoft Office system? Individuals who successfully complete a Microsoft Business Certification exam have the demonstrated skills to work faster and smarter while contributing to organizational performance.



### The Microsoft Business Certification advantage:

- **Individuals:** differentiate your skills and be more competitive in the job market.
- **Corporations:** maximize your technology investment; identify and retain the best employees.
- **Hiring managers:** find the most skilled workers and simplify and shorten the hiring process.

To learn more about Microsoft Certification and other office skills training courses offered at the Sutter County One Stop, call (530) 822-5120 ext. 3037

## Another Satisfied Customer



"It has been a pleasure to partner with the Sutter County One Stop and help students accomplish their goals. We look forward to more opportunities to assist in the future."  
- Wade Horton,  
Toyota of Yuba City

## Teamwork



"Strength lies in differences, not in similarities."

-Stephen Covey,  
Best-selling Author

## Expert Advice

**Q. What are my obligations as an employer under title I of the Americans with Disabilities Act? Where can I get technical assistance?**

**A. Employers with 15 or more employees are prohibited under the Americans with Disabilities Act (ADA) from discriminating against qualified employees with disabilities. Information about employer obligations under the ADA can be obtained from:**

**U.S. Equal Opportunity Commission**

Voice (800) 669-4000

TTY (800)669-6820

**ADA & IT Technical Assistance Centers**

Voice (800) 949-4232

TTY (800) 949-4232



\*Employers should also determine obligations they have under state law.

Sutter County One Stop • 256 Wilbur Avenue • Yuba City, CA 95991  
530.822.5120 • TTY 530.822.5104 • Fax 530.822-5139

# Every Penny Counts!

In a struggling economy, every business is trying to cut costs to make ends meet. Check out the tips below to see how your business can save money.

- **Eliminate unnecessary lighting.** Install motion detectors to control lighting in rooms that are not used all of the time such as the bathroom or copy room.
- **Stop energy vampires!** Turning off equipment when it is not in use can reduce your energy consumption by 25%. Turning off computers at the end of the day can save an additional 50%!
- **Eliminate paper waste.** Reduce your paper costs by utilizing double-sided printing features. You will help save some trees too!
- **Go Green!** Energy efficient technology will not only help the environment, but it will help your bottom line. You will save money over time on the life span of your computers, phone systems and other technology devices. Guess what? There may even be additional tax benefit savings...
- **Participate in local work experience programs.** Your business will get bright, young and enthusiastic individuals and you don't have to pay any wages or cover the workmen's compensation, only the opportunity for them to gain skills and experience. For more information, contact Jennie Archuleta at 530.822.5120 ext. 3018.



## Cost of Employee Turnover

### Employee Turnover May Cost You More Than You Know

Employers are aware that employee turnovers cost their company money, but do they know how much? In order to understand the true cost one must consider both tangible and intangible costs. When all of the expenses are taken into consideration the numbers really begin to add up. The cost of employee turnover can be deceptively expensive and affect more than just the bottom line. Look at the samples below to see if there are any expenses you need to consider.

#### Tangible:

- Termination Costs: Administration, exit interviews, severance pay or unemployment compensation.
- Interim Costs: Increased costs due to increased overtime or temporary employees, to complete the tasks of the vacant position and administrative costs related to the same.
- Hiring Costs: Attracting applicants, entrance interviews, skills testing, travel/moving expenses, pre-employment administrative expenses, medical exams/drug testing and training costs.



#### Intangible Costs:

Turnover impacts existing employees too. In addition to the added responsibilities that remaining employees must perform due to the loss of a key employee, turnover may also cause stress, tension and decreased employee morale.



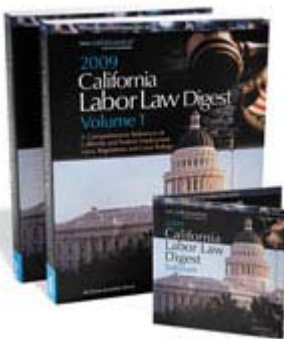
Contact the Sutter County One Stop today to learn how we may help lower your hiring costs.

## 2009 Labor Law Digest

### Are you on top of the new labor laws?

The Sutter County One Stop offers a wealth of information to businesses, including the new 2009 Labor Law Digest. Companies can significantly reduce risk of litigation and fines by having easy access to legal information. The Labor Law Digest is a comprehensive resource for California specific labor and employment law information. It gives guidelines for hiring, managing, paying benefits, leaves of absence, discrimination, termination and more, with new requirements for 2009 covered in detail. Companies can significantly reduce risk of litigation and fines by having easy access to legal information.

If you would like to check the book out of our lending library, please contact Heather Helmer at (530) 822-5120 ext. 3015, or [hhelmer@sutter.k12.ca.us](mailto:hhelmer@sutter.k12.ca.us)



[www.sutteronestop.com](http://www.sutteronestop.com)

Equal Opportunity Employer/Services

Auxiliary aides & services are available upon request to individuals with disabilities.