

**SBE TODAY
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Early Human Resources Advice Can Be A Timely Benefit To Small Businesses

By Darryl K. Henderson, J.D.

Years ago, the Journal of Small Business Management reported that in businesses with less than 50 employees, owners performed the human resources duties themselves, which consisted primarily of hiring, paying and firing. It was not until businesses reached 100 employees that owners implemented more thorough HR practices. This is still a common occurrence.

Human resources management ("HR") is thought to be too bureaucratic for the informal, flexible atmosphere of a small business. Many small business owners believe that the purpose of HR, besides payroll and benefits administration, is legal compliance, but not until the business grows to 50 employees. That belief is doubly incorrect. First, several employment laws apply to businesses with less than 50 employees. Second, well-designed HR practices enhance business management.

Legal Compliance

Most businesses in the United States with at least 1 employee are subject to the following federal employment law requirements:

- Complete Form I-9 on each new hire to verify the identity and employment authorization of each new hire to work in the U.S. (Immigration Reform and Control Act).
- Complete Form W-4 on each new hire so the employer can withhold the correct federal income tax from the employee's pay (IRS).
- Comply with the Fair Labor Standards Act, which establishes the \$7.25/hour minimum wage, overtime pay, recordkeeping, and child labor standards.
- Pay equal wages to men and women who work substantially similar jobs, under similar working conditions (Equal Pay Act).
- Protect against recognized workplace hazards and work-related injuries and illnesses (Occupational Safety and Health Act).

When a business employs 15 employees, the following federal employment laws apply:

- Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, or national origin. Title VII also prohibits harassment and retaliation.
- Pregnancy Discrimination Act, which prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

- American with Disabilities Act, which prohibits discrimination against individuals with disabilities.

At 20 employees, an employer becomes subject to these additional federal employment laws:

- Age Discrimination in Employment Act, protecting people 40 years of age and older.
- Consolidated Omnibus Budget Reconciliation Act, mandating continuing health care coverage under particular circumstances.

At 50 employees, the Family and Medical Leave Act kicks-in, which prohibits employers from interfering with family or medical leave rights granted to employees by the law.

Business Management

Well-designed HR practices enable an employer to lay a solid foundation for successful business management.

The purpose of HR is to create value by helping businesses to establish the right structure, talent, culture, policies, systems and programs to drive organizational productivity through employee job performance.

Value-added HR practices include:

- Creating the right organizational structure to support the business strategy.
- Establishing effective recruiting, interviewing and selection processes to ensure quality hiring, minimize turnover and maximize retention.
- Building core values and employment policies and procedures to drive the desired organizational culture.
- Incentivizing employees with appropriate compensation and benefits programs.
- Establishing efficient and cost effective payroll processing.
- Establishing clear performance goals and measures to drive productivity.
- Implementing appropriate, efficient and cost-effective HR information systems.
- Training and developing leaders to foster employee engagement, to optimize organizational productivity, profitability and growth.



Conclusion

It is wise for a small business owner to engage expert HR advice early-on, as is done with accounting and legal services. This can yield business protection, through legal compliance, and growth, as a result of effective business management.

Source: <http://www.streetarticles.com>

SMALL BUSINESS EXCHANGE

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REQUESTS FOR BIDS & SUB-BIDS

RGW Construction Inc. is seeking all qualified Disadvantaged Business Enterprises (DBEs) for the following project:

Monument Corridor Trail Phase 2
Federal Project No. RPSTPLE 5135(046)
City of Concord Project No. 2169
DBE Goal: 7% • Engineer Estimate: \$1,016,000
Bids: August 6, 2013 at 2:00pm

Requesting Sub-quotes for (including but not limited to): Clear and Grub, Landscaping, Erosion Control, Irrigation, Roadside Signs, Concrete Curb & Sidewalk-Misc, Fencing, Striping, Surveyor, SWPPP and Trucker.

Scope of Work: The work to be done in general consists of constructing a Class I bike trail to include excavation and special handling of contaminated soils; traffic control and construction signage; lime treated subbase; aggregate base; hot mix asphalt; bike trail striping and markings; concrete curb and gutter; drainage facilities; landscaping and irrigation; emergency call box; temporary and permanent fencing; wood retaining wall; and placing of "sharrow" pavement markings on various city streets.

RGW is willing to breakout any portion of work to encourage DBE participation. Contact us for a specific item list.

Plans and Specs are available to view and copy at our office or may be downloaded at <http://www.ebidboard.com>, or can be seen and obtained at the Engineering Services building located at 1435 Gasoline Alley, Concord, California, 94520. Contact **Dave Czech 925-606-2400** for any questions, including bonding, lines of credit, insurance, equipment or material suppliers. Subcontractors should be prepared to submit payment and performance bonds equal to 100% of their quotation.

RGW Construction, Inc.

Contractors License A/B 591940
 550 Greenville Road • Livermore, CA 94550 • Phone: 925-606-2400 • Fax: 925-961-1925
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James E. Roberts-Obayashi Corporation is seeking proposals from all interested subcontractors and suppliers for the:

Hunters Point Shipyard Block 53

Project Loc.: Corner of Coleman St and Innes Ave., San Francisco, CA 94124

Bid Date: August 22nd, 2013 at 2:00pm
Start Date: September 2013 (duration 17 months)

This project includes 93 market rate "for sale" condominiums. Construction consists of four (4) separate buildings. This is a prevailing wage project with a PLA (Project Labor Agreement). All subcontractors are required to be union.

SBE/LBE/MBE/WBES are encouraged to bid.

Successor to SFRA 50% SBE goal applies.

This project also has a 50% local hiring requirement. If interested in bidding this work please contact Richard Keller via email @ rich@jerocorp.com

JAMES E. ROBERTS-OBAYASHI CORP.

20 Oak Court, Danville, CA 94526
 925-820-0600 FAX 925-820-1993

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

DeSilva Gates Construction-Robert A. Bothman A Joint Venture

REQUEST FOR QUALIFIED SBE'S
 SUBCONTRACTORS AND SUPPLIERS FOR:

Civil and Station Improvements Contract, Santa Clara - Alum Rock Bus Rapid Transit Project Contract C830 (13058)

Owner: SANTA CLARA VALLEY TRANSPORTATION AUTHORITY
 3331 North First Street, Building A, San Jose, CA 95134

Bid Date: July 30, 2013 @ 3:00 P.M.

We hereby encourage responsible participation of local Small Business Enterprises, and solicit their subcontractor or material quotation for the following types of work including but not limited to:

DESILVA GATES CONSTRUCTION -

Estimator: Grant Rhodes - Phone No. 925-829-9220 Fax No: 925-803-4263:

CLEARING AND GRUBBING/DEMOLITION, MINOR CONCRETE STRUCTURE, STREET ELECTRICAL, PCC GRINDING, CONSTRUCTION AREA/ROAD SIGNS, SLURRY SEAL, STRIPING, SWPPP, UNDERGROUND, QC/QA, TRUCKING, CLASS 2 AGGREGATE BASE MATERIAL SUPPLIER, CLASS 4 AGGREGATE BASE MATERIAL SUPPLIER, HOT MIX ASPHALT (TYPE A) MATERIAL SUPPLIER, CLASS 3 AGGREGATE BASE MATERIAL SUPPLIER, GEOTEXTILE WRIP SUPPLIER, SURVEY AND COMMUNITY RELATIONS OFFICER

ROBERT A. BOTHMAN -

Estimator: Michael Maldonado - Phone No. 408-279-2277 Fax No: 408-279-2286:

SAW CUTTING, DRILLING (PIERS), ELECTRICAL (STATIONS), REBAR, GUARD RAIL/METAL RAILING, CAULKING/SEALANTS, ANTI GRAFFITI/PAINTING, METAL FABRICATION (BUS SHELTERS), TRUCKING, MASONRY, CONCRETE PUMPING, FENCING (ORNAMENTAL FENCING), LANDSCAPING AND CONCRETE READY MIX

100% Performance and Payment Bonds may be required for full amounts of the subcontract price. Surety company will have to be approved by DeSilva Gates-Robert A. Bothman, A Joint Venture of DeSilva Gates Construction and Robert A. Bothman Inc. will pay bond premium up to 2%. Subcontractors must possess current insurance and worker's compensation coverage meeting DeSilva Gates-Robert A. Bothman requirements. Please call if you need assistance in obtaining bonding, insurance, equipment, materials and/or supplies. Plans and specifications are available for review at our Dublin office.

DeSilva Gates Construction-Robert A. Bothman A Joint Venture

11555 Dublin Boulevard
 P.O. Box 2909
 Dublin, CA 94568-2909
 (925) 829-9220 / FAX (925) 803-4263
 Website: www.desilvagates.com

An Equal Opportunity Employer

RGW Construction Inc. is seeking all qualified Small Business Enterprises (SBE's) for the following project:

Property Restoration and Completion Contract - Santa Clara-Alum Rock BRT Project Contract C831(13061)

SBE Goal: 27.43%

Engineer Estimate: \$3,000,000

Bids: July 30th at 1:30pm

Requesting Sub-quotes for (including but not limited to): Construction Area Signs, Traffic Control, Demolition/Bridge Removal, Clear & Grub, Landscaping, Erosion Control, Irrigation, Concrete Block & Masonry Retaining Wall, Soundwall, Signs Roadside, Concrete Curb & Sidewalk-Misc, Fencing, Metal Railing, Thermoplastic Traffic Stripe & Marking, Painted Traffic Strip & Marking, Pavement Marking, Surveyor, SWPPP, and Truckers.

Scope of Work: Clearing and grubbing, demolition, excavation, AC and PCC paving, curb and gutter, sidewalk, lighting, fencing, landscaping and irrigation, drainage improvements, service connections, signing and striping, slurry seal surfacing and miscellaneous work.

RGW is willing to breakout any portion of work to encourage SBE participation. Contact us for a specific item list.

Plans and Specs are available to view and copy at our office or from VTA, 3331 N. First Street, San Jose, CA 408-955-9729. Contact Chris Luffman 925-606-2400 for any questions, including bonding, lines of credit, insurance, equipment or material suppliers. Subcontractors should be prepared to submit payment and performance bonds equal to 100% of their quotation.

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Events & Seminars

The San Jose Entrepreneur Center offers a variety of classes for business owners in our Training Room at 100 E. Santa Clara Street, in downtown San Jose. Visit our website to view our online list of classes at: <http://www.sanjoseecenter.org> Registration for all our classes is required.

To ensure a printed handout for review along with the instructor during the class or to be notified if the class is cancelled, please register at www.sanjoseecenter.org unless otherwise indicated.

Schedule for August 2013

Federal/State Basic Payroll Tax Seminar 8/1 – Thursday 10:00AM to 4:00PM

This class guides participants through the basics of the payroll tax preparation. Subjects include determining independent contractor versus employee, withholding taxes, deposits and completing the proper forms. Presented by the IRS and the California EDD Tax office. No Fee.

Location: San Jose Entrepreneur Center, 100 E. Santa Clara Street, San Jose, CA, 95113

For more information:

http://www.edd.ca.gov/Payroll_Taxes/

For registration: http://www.edd.ca.gov/Payroll_Tax_Seminars/Classroom_Seminars.aspx

Contact Information: Emily Navarra-Refugio, emily.navarra@sba.gov, 408-351-3661

Employee or Independent Contractor Tax Seminar 8/7 – Wednesday 10:00AM to 1:00PM

This seminar will explain how to determine if someone providing services to your company should be treated as an employee or independent contractor for tax purposes. Learn about the independent contractor reporting requirements. Presented by the California EDD Tax Office. **No Fee.**

Location: San Jose Entrepreneur Center, 100 E. Santa Clara Street, San Jose, CA, 95113

For more information:

http://www.edd.ca.gov/Payroll_Taxes/

For registration: http://www.edd.ca.gov/Payroll_Tax_Seminars/Classroom_Seminars.aspx

Contact Information: Emily Navarra-Refugio, emily.navarra@sba.gov, 408-351-3661

Doing Business with Genentech

8/27 – Tuesday 2:30PM to 3:30PM

A Genentech representative will discuss opportunities for contracting to sell your goods and/or services to this leading biotechnology company. No Fee.

Location: San Jose Entrepreneur Center, 100 E. Santa Clara Street, San Jose, CA, 95113

For more information:

<http://www.gene.com/gene/about/supplier/>

For registration: <http://sanjoseecenter.org/node/13995>

Contact Information: Emily Navarra-Refugio, emily.navarra@sba.gov, 415-744-6805

Silicon Valley SCORE workshops & seminars

(Location: Silicon Valley SCORE, 234 East Gish Road, Suite 100, San Jose, CA, 95112)

Legal Issues for Small Business - Protect Your Business

8/1 – Thursday 5:00PM to 8:00PM

This class covers the legal topics that small business owners need to know to protect their businesses such as obtaining proper licenses and permits, negotiating leases and contracts, treatment of employees and others who work for them, buying/selling agreements, and

treatment of intellectual property. Cost: \$45.00

Location: Silicon Valley SCORE, 234 East Gish Road, Suite 100, San Jose, CA, 95112

For more information: <http://www.svscore.org>

For registration: www.svscore.org/workshopsSeminars/legal_issues_2.shtml

Contact Information: Silicon Valley SCORE, Info@svscore.org or (408) 453-6237

Successfully Buy/Sell a Small Business - Avoid Pitfalls 8/6 – Tuesday 5:00PM to 8:00PM

This course covers topics such as basics of evaluating business, reading and understanding financial statements, determining verifiable owner income, steps involved in developing a purchase agreement, due diligence, escrow and transfer of title, and negotiating a non-adversarial contract. Cost: \$45.00

Location: Silicon Valley SCORE, 234 East Gish Road, Suite 100, San Jose, CA, 95112

For more information: <http://www.svscore.org>

For registration: http://www.svscore.org/workshopsSeminars/buy_sell_2.shtml

Contact Information: Silicon Valley SCORE, Info@svscore.org or (408) 453-6237

Plan Strategically and Grow - Translate Goals and Objectives into Practical Action Plans 8/7 – Wednesday 5:00PM to 8:00PM

This class focuses on developing a strategy to grow your business by understanding your business and its environment, and what you can do to evolve your business to remain competitive. Cost: \$45.00

Location: Silicon Valley SCORE, 234 East Gish Road, Suite 100, San Jose, CA, 95112

For more information: <http://www.svscore.org>

For registration: http://www.svscore.org/workshopsSeminars/plan_strategically.shtml

Contact Information: Silicon Valley SCORE, Info@svscore.org or (408) 453-6237

Keys to Managing People - Your Staff, the Heart of Your Business

8/15 – Thursday 5:00PM to 8:00PM

This class covers how to hire the best people, motivate and retain them, how to set objectives and expectations, and create an atmosphere that fosters strong and loyal employees. Also provided is information related to common employment legal issues that often trip up employers. Cost: \$45.00

Location: Silicon Valley SCORE, 234 East Gish Road, Suite 100, San Jose, CA, 95112

For more information: <http://www.svscore.org>

For registration: <http://www.svscore.org/workshopsSeminars/staffing.shtml>

Contact Information: Silicon Valley SCORE, Info@svscore.org or (408) 453-6237

Small Business Fundamentals - Overview – What It Means to be in Business

8/21 – Wednesday 8:30AM to 5:00PM

Intended for potential and current business owners who want an understanding of what they need to know to succeed, this workshop provides a comprehensive overview of what is required to begin and run a successful business: from planning, legal requirements, accounting, taxes, insurance, marketing and beyond. Cost: \$70.00

Location: Silicon Valley SCORE, 234 East Gish Road, Suite 100, San Jose, CA, 95112

For more information: <http://www.svscore.org>

For registration: http://www.svscore.org/workshopsSeminars/all-day_workshop_2.shtml

Contact Information: Silicon Valley SCORE, Info@svscore.org or (408) 453-6237

Be a Successful Consultant - To Lifestyle and Profit 8/23 – Friday 8:30AM to 3:00PM

The course topics include the IRS definition of a consultant, requirements for a consulting business, tools for success, prerequisites and pros and cons of becoming a consultant. Cost: \$70.00

Location: Silicon Valley SCORE, 234 East Gish Road, Suite 100, San Jose, CA, 95112

For more information: <http://www.svscore.org>

For registration: http://www.svscore.org/workshopsSeminars/consulting_2.shtml

Contact Information: Silicon Valley SCORE, Info@svscore.org or (408) 453-6237

Nonprofit Management - Nonprofit Financials 8/26 – Monday 8:30AM to 12:00PM

Budgeting, cash flow, financial analysis, and tax matters. Cost: \$10.00

Location: Silicon Valley SCORE, 234 East Gish Road, Suite 100, San Jose, CA, 95112

For more information: www.svscore.org

For registration: www.svscore.org/workshopsSeminars/nonprofit_2.shtml

Contact Information: Silicon Valley SCORE, Info@svscore.org or (408) 453-6237

Other events:

All Your Business Questions Answered 7/29 – Monday 8:30AM – 12:00PM in Cupertino, CA

Learn about the provisions of the "Affordable Care Act" that impact your business, how to obtain financing for your start-up or existing small business and strengthen critical relationships with banks, community lenders, and other investors. Attendance is free and open to the public.

The event will be held at the Cupertino Community Hall, 10350 Torre Avenue, Cupertino, CA 95014. To register, please visit: <http://goo.gl/b8WeO> or call 408-436-2720.

LATINA Style Business Series

8/2 – Friday 7:30 am to 3:00 pm
in San Jose, CA

Join us in Celebrating 15 Years of Empowering Latina Entrepreneurs across the United States!

We are proud to announce the 15th Anniversary Tour of the LATINA Style Business Series, the most successful ongoing business development program for Latina business owners in the nation. Over 30,000 Latina entrepreneurs and professionals have benefited from their participation in this dynamic and ground-breaking business program since it first launched in 1998. Do you want to do business with top US corporations?

Are you providing your team with essential tools for your business to succeed?