

The AIR HANDLER

The official Newsletter of:



June 2017

OFFICERS 2017

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JUNE MEMBERSHIP MEETING

Wednesday, JUNE 14, 2017

@ 12:00 noon

At

CMPA Training Facility

11020 Southland Rd, Forest Park, Ohio

PORT AUTHORITY

REACH & HURC

REACH - Rehab Across Cincinnati & Hamilton County
HURC - Cincinnati Homesteading & Urban Redevelopment

Find out where development / work is happening and going to happen in
Hamilton County.

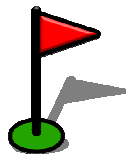
Speaker: Deborah Robb, Port Authority

LUNCH @ Noon

Cost: \$20 pp payable at the door

MUST HAVE RESERVATIONS by Monday, June 12th

Call (513) 651-1161 or e-mail: jfrank@accagc.org



ACC GC ANNUAL GOLF OUTING

THURSDAY, AUGUST 24th
10:00 am Shotgun

Aston Oaks Golf Club

Registration enclosed

See Page 2 . . .

Employment Screening Trends & Pitfalls

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2017 CALENDAR OF EVENTS		ACCO Scholarships
JUNE	14	<p>ACCO Memorial Scholarship funds help Ohio residents pursuing a career in the HVACR industry through trade/vocational schools or college programs designed with educational programs to benefit the HVACR industry. Applicants must be sponsored by an ACCO member.</p> <p style="text-align: center;">http://accohio.org/knowledge-center/scholarships/</p>
<p>MEMBERSHIP MEETING PORT AUTHORITY</p>		
AUG	24	
<p>ANNUAL GOLF OUTING Aston Oaks - 10:00 am</p>		

EMPLOYMENT SCREENING TRENDS & PITFALLS Risk Management Corner

Business in most industries continues its upward trajectory in 2017, and companies are hiring at a brisk pace. With the increased urgency in hiring, some companies have found it necessary to hire first, ask questions later. This can be risky. Employers should be aware of and minimize potential liability during their hiring process.

Background Screening

Background checks can be useful to help employers make personnel decisions. An employer may, where appropriate, ask questions about an applicant’s background or require a background check. But there are some risks involved. Implementing the following may help minimize those risks.

- Be sure to consult with your attorney, and **review and comply** with federal, state, and local laws regarding background checks, as many regulate this information. For example, the “Ban the Box” regulation limits the scope of verbal and/or application questions to help ensure people with criminal convictions have a fair chance to work. It may also define the timeframe during which background checks can be conducted.
- With the help of your attorney, create a **process** that clearly outlines the checks you order (e.g., motor vehicle records, credit checks, criminal checks, drug tests, etc.) and how this information will or won’t be used in employment decisions.
- In all cases, make sure your actions are **consistent but not rigid**. Define your decision-making criteria but use good judgment in assessing a candidate’s unique, individual circumstances. Treating candidates consistently helps reduce the potential for discrimination.

Social Media

There is no question that social media is changing the way businesses work. The use of social media in the hiring process is becoming more common and can provide a better picture of a potential candidate. But, a person’s online postings could contain many pieces of information that may be considered protected. For example, even a brief search could reveal:

- Age
- Sex/Sexual Orientation
- Race/Color/National Origin/Religion
- Disability/Pregnancy/Medical Conditions

Once you review a candidate’s online profile, a court will likely assume you are aware of that person’s protected characteristics. If you choose to include a social media review as part of your hiring process, here are some best practices to help reduce your risks:

- Use information available only to the public at large. Do not ask for passwords or attempt to “friend” candidates in order to access private information.
- Develop a policy that clearly outlines permitted uses of the information, sites you review, etc.
- Wait to do your search until after you’ve met the candidate in person.
- Be consistent—conduct the same searches at the same point in the process for every candidate.
- Ask your attorney whether you should print or save screen shots as documentation if you see something that you use in your hiring decision.
- Consider the source. There are things like cyber bullying and imposter social media accounts. You may want to give the candidate a chance to explain objectionable content.
- Be aware of and comply with federal and state laws that apply.

Keeping up on the latest trends and pitfalls in employee screening is prudent to successful hiring and hiring practices. For more information specific to your situation and state, log in to the Federated Employment Practices Network (FEPN) or consult qualified legal counsel. To learn more about FEPN, contact your local Federated marketing representative.

This article is intended to provide general information and recommendations regarding risk prevention only. There is no guarantee that following these guidelines will result in reduced losses or eliminate any risks. This information may be subject to regulations and restrictions in your state and should not be considered legal advice. Qualified counsel should be sought regarding questions specific to your circumstances and applicable state laws. © 2016 Federated Mutual Insurance Company. All rights reserved.



ACCO State Report
No report for
Local Only Members

SUPPORT OUR ASSOCIATE MEMBERS

PLATINUM

COMMERCIAL SPECIALISTS

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CONTROLS & SHEET METAL

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TRENT'S TIN SHOP

LISA TRENT
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2-J SUPPLY CO

JENNY WILK
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WEBER-HUFF INC.

BILL HOLLYDAY
Ph: 513-847-1911

WINSTEL CONTROLS

DAN JURKOWITZ
Ph: 513-251-4343

Quote of the month:

“A great manager has a knack for making ballplayers think they are better than they think they are. He forces you to have a good opinion of yourself. He lets you know he believes in you. He makes you get more out of yourself. And once you learn how good you really are, you never settle for playing anything less than your very best.”

- Reggie Jackson



ANNUAL GOLF OUTING

THURSDAY, AUGUST 24, 2017

ASTON OAKS GOLF CLUB

1 Aston Oaks Drive, North Bend, Ohio 45052
513-467-0070

Sign-In Begins @ 9:15 a.m.
Shot Gun Start @ 10:00 a.m.
Scramble Format

Includes: Golf Cart, Green Fees, Lunch, Drinks,
Dinner, Games, Hole-in-One Contests,
FUN & Door Prizes



\$100 per Player or \$400 per Foursome

Deadline for registration: Wednesday, August 16th

ACC Greater Cincinnati Annual Golf Outing Registration

Company: _____

Contact Person: _____

Phone # _____ Fax # _____

Players:

1) _____ 2) _____

3) _____ 4) _____

____ Would like to make a donation toward ACCO Scholarship Fund \$ _____

Please mail registration along with your check made payable to: **ACC Greater Cincinnati**
11020 Southland Road
Cincinnati, Ohio 45240