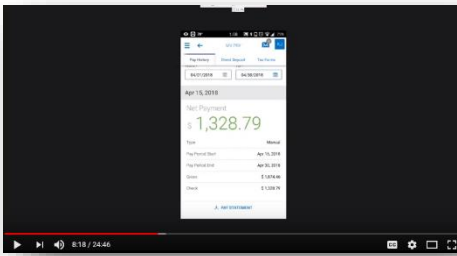


A Strategic Look

Axiom
Human Resource Solutions

April 24, 2018
Volume 1 Issue 2

Training Access



As you may know, Axiom has started a series of Live and Recorded trainings to give our clients a new set of helpful resources. To access these trainings we have created a YouTube channel for easy access. We encourage you to attend as many live trainings as possible so that you may ask questions and participate. However, we know everyone gets busy, so we will be posting each training on our channel after each live session. For all the latest information on trainings, follow these steps:

1. Subscribe to our [Newsletter](#) for a list of upcoming live trainings
2. Subscribe to our [Channel](#) to view our content
3. Follow us on social media for the latest recorded releases.

SOCIAL MEDIA CONTEST

It's Time to Win Big.

Here at Axiom, we love seeing people win. Whether the prize is big or small, we have a service to provide and we want everyone to feel like a winner. So unless you like to lose, we suggest you keep reading...

OUR GOAL: Increase our social media presence, provide exciting and useful content

YOUR GOAL: Win a 4-Pack of tickets to the INDY 500 (or a cash equivalent if you cannot attend) by liking us on Social Media, sharing our posts, and/or writing a review.

THE RULES: Acquire as many points as possible to WIN BIG

- A Follow= 1 pt (*you will get 1 pt per media site*)
- A Share= 2 pts
- A Post or Review= 5 pts (*you will get 5 pts per site you post or review on*)

THE DEADLINE: Friday May 18, 2018, Ready... Set... GO!

HOW TO FIND US: Click the links below to start following!

- [LinkedIn](#)
- [YouTube](#)
- [Google Reviews](#)
- [Twitter](#)
- [Facebook](#)
- [Newsletter](#)

Upcoming Live Trainings

(Click to Register)

April 26: [Recruitment](#)
May 10 : [Timekeeping Basics](#)
May 24 : [Incident Reporting](#)

Answers to Common HR Questions

By Kelly Mead

Q: Are we allowed to dock an exempt employee's paid time off bank when they work a partial day?

A: In short, yes. Under the Fair Labor Standards Act (FLSA), exempt employees are to receive the full amount of their base salary (less permissible deductions) for any work period in which they perform any work. Requiring an exempt employee to use paid time off will not result in the loss of any salary which is what the FLSA prohibits. Exercise care in these situations. If you start to dock exempt employees by the hour, it can result in them feeling as though they are not being treated fairly when they work extra hours. Try a time off policy for exempt employees that requires using paid leave for an absence of a half a day or more.

Q: If an employee quits and they have a negative paid time off balance, can we deduct the value of the advanced time off from their last paycheck?

A: Different states have different regulations on this issue. States such as California do not permit employers to deduct "advanced" time off from an employee's last paycheck under any circumstances. In Indiana, this type of deduction is permissible only if certain conditions are met. According to the Indiana Department of Labor (IN DOL), three conditions must be met in order for a wage deduction to be valid:

1. The agreement for the deduction must be in writing, signed by the employee, by its terms revocable at any time by the employee upon written notice, and agreed to in writing by the employer.
2. A copy of the deduction agreement must be delivered to the employer within ten days of its execution.
3. Only certain categories of deductions are allowed, advanced vacation being one of them.

If you have a policy regarding this issue, a signed handbook acknowledgement does not constitute an agreement as described by the IN DOL. Some alternatives to advancing paid time off are allowing unpaid time off under certain circumstances, capping advanced paid time off to only a few days in order to limit your potential financial loss or doing away with the practice altogether.

Q: A terminated employee has failed to return company-owned equipment. Can we hold their final paycheck until it is returned?

A: No, an employer cannot withhold an employee's wages until company owned equipment has been returned. Consider invoicing the former employee for the cost of the equipment or pursuing the matter through small claims court or an attorney.

Q: Can we require all employees to utilize direct deposit if we prefer not to issue paper paychecks?

A: It depends on your state regulations. In Indiana, mandatory direct deposit is permissible if the employee can designate the financial institution in which their wages are deposited. Other states such as California do not allow employers to require an employee to receive payment of wages via direct deposit.

This information which is summarized is general in nature and is not intended to constitute legal advice. If you need an HR consultation specific to your circumstances, contact Kelly Mead, Director of Human Resource Services at 317-587-1019.

Want to see more Q&A with Kelly? Have a question of your own? Submit your questions and feedback by [clicking here!](#)

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Social Media!

