



Call Medical Match for Colorado staffing and background checks. **303-980-1000**



Save Dollars on 411 Calls

Cell and regular phone companies are charging \$1.00 or more for 411/information calls. Save money by dialing 1-800-FREE 411 without incurring an extra charge, other than the minutes on a cell required to make the call.

Federal Labor Law Acronyms

- ADA Americans with Disability Act, a federal law. The ADA does not allow you to ask questions about disabilities.
- ADEA Age Discrimination in Employment Act. Federal law prohibits employers with *20 or more* employees to discriminate because of age against employees aged 40 and older
- EEOC The US Equal Employment Opportunity Commission oversees Title VII of the Civil Rights Act of 1964. This protects workers from employment discrimination based on race, color, sex, religion and national origin. Title VII applies to employers with *15 or more* employees.
- FLMA The Family and Medical Leave Act applies to employers with *50 or more* employees within a 75 mile radius of the main company. If complying with FMLA and clearly written company policies, the employer may be required to provide 12 weeks of unpaid leave during a 12 month period for eligible employees.
- PDA Pregnancy Discrimination Act. An amendment to Title VII covers employers with *15 or more* employees. Pregnant women must be treated in the same manner as other applicants or employees. Employers must hold open a job for a pregnancy-related absence the same length of time jobs are held open for employees on sick or disability leave.
- USERRA Uniformed Services Employment and Reemployment Rights Act. This 1998 federal law obligates an employer to reinstate an honorably discharged former employee after military duties. Details: www.dol.gov/vets.

Sarbanes-Oxley Act of 2002, Corporate Financial Disclosure

Own stock? This far-reaching corporate law applies to all publicly-traded corporations. With new governmental "red tape", some corporations have taken themselves off the public stock exchange. "SOX" was approved after Enron, WorldCom, Tyco, and Arthur Anderson were convicted of financial scandals, insider trading, granting loans to executives, conflicts of interest, gift-giving, and excessive executive compensation. Effective in 2006, Sarbanes-Oxley requires companies to report annually on their finances, to be checked by independent auditors, and to have certifications signed by their business administrators, usually the COO and CFO. The Public Company Accounting Oversight Board (PCAOB) operates under the Securities and Exchange Commission (SEC) and enforces the Act. Convictions for corporate and criminal fraud include up to 20 years prison time and \$5 million in fines.

Sit at a Desk? Work on Computers? Re-energize.

Mental and physical stresses cause fatigue. By breaking the tension patterns, you can relax and feel refreshed. Start by DRINKING some water, then BREATHING deeply (in through your nose, hold for a count of four, breathe out through your mouth.) MOVE: Either sit or stand to shake your hands and feet. STRETCH and REACH up, and BEND at the waist and reach left, forward, right, and down.... at your comfort level.

1. EYES: Blink several times. Put your palms over your eyes and in the dark, look far away, then nearby. Do the "X" exercise, look upper left, lower right 8 times, then look upper right, lower left 8 times. "BOX" eyes: look upper left across to upper right, down to lower right, across to lower left, then upper left.
2. HEAD: Massage from the top of your head, around your ears, along the back of your skull and neck muscles. Do circular finger massages on your forehead, around your eyes, mouth, and jaw, thinking "Relax..."
3. UPPER: If you are at a computer, press your palms together and gently push. Massage your fingers, hands, wrists and lower arms between the long bones. Massage, then roll your shoulders in a circle, forward and backwards. Entwine your fingers behind your neck, then bring your elbows forward, then stretch them back.
4. MID BODY: Squeeze and relax your abdomen and bottom muscles.
5. LOWER : Bend forward and massage your calf and thighs in an upward motion. Make a "V" with your heels together, stretching your toes outward. Then do the opposite: "V" your toes and stretch your heels outward.