

NEED HR ASSISTANCE? JINJI HR IS HERE FOR YOU!



On January 1st PIA changed the firm that provides advice and certain services related to human resources for our members. When you have human resources (HR) questions or challenges, instead of working with HRBIZZ (which was recently sold to a company that is a competitor to our insurance services), the team at Jinji HR will now be responding to your needs.

Why we anticipate a seamless transition

One of the best parts about this change is that, in many ways, it is hardly a change at all. Jinji (pronounced jin-jee) is led by Susan Levi, who you may remember from her time at HRBIZZ. Susan has assembled a team of 14 people – including Elizabeth Nuno, who has been addressing PIA members' HR concerns for over three years – as well as Ali Cherney and Ryan Heath. This means that 50% of PIA's four primary contacts at Jinji HR are already familiar with our industry and members.

How Jinji HR can help your business

One of the many benefits of PIA membership is that it includes Jinji HR's personalized HR assistance – and the Jinji team is qualified to assist members in all 13 of the states that we serve. For example, Jinji HR can:

- **Answer general employment questions** about everything from meal breaks, sick pay and vacation policies to overtime, bereavement pay and more – including complying with state-specific regulations.
- **Provide advice regarding complying with local, state and federal labor laws**, such as the California Family Rights Act (CFRA), Colorado's Family and Medical Leave Insurance (FAMLI), the federal Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA), health and safety regulations, required postings and more.
- **Provide guidance for workplace harassment investigations.**
- **Answer questions about performance reviews** and provide performance review templates.
- **Offer assistance with employee discipline**, including disciplinary conversations and write-ups and guidance on progressive discipline.
- **Help you determine how to fill out required forms**, such as those from the California Employment Development Department (EDD).

- **Provide sample policies for common issues** such as zero tolerance, anti-harassment, cell phone usage, time off, etc.
- **Provide sample HR letters**, such as offer letters and layoff letters.
- **Provide sample contracts**, including sales commission contracts, freelance work contracts and severance agreements.
- **Answer questions about worker classification** – is a particular person an employee or an independent contractor? Is an employee exempt or non-exempt?

In addition, for a minimal fee Jinji HR can:

- **Review your Employee Handbook.**
- **Provide Sexual Harassment Prevention Training**, either in person or via Zoom.
- **Translate your employment-related documents** into Spanish.

How to access Jinji HR's services

To take advantage of Jinji HR's expertise, simply call PIA's front desk at 323-728-9500 and let us know that you need HR assistance. We'll send an email to the Jinji team with your name, phone number and email address. If you choose to share a brief description of your issue with us, we'll include that as well. You'll then hear back from Jinji within a few business hours – quite often within the hour.

THE TEAM AT JINJI HR WILL NOW BE RESPONDING TO YOUR NEEDS

GOVERNMENT & LEGISLATIVE

ON OUR RADAR

Approved regulations and other issues that we've been following:

- **AI in the workplace** – The Department of Labor (DOL) has released "Artificial Intelligence and Work Well-Being: Principles and Best Practices for Developers and Employers." You can download this document, which provides guidance on the development and use of artificial intelligence (AI) by employers, at www.dol.gov/general/ai-principles.
- **BOI reporting requirement suspended** – On December 3, 2024, a federal district court issued a nationwide preliminary injunction against the Corporate Transparency Act's Beneficial Ownership Information (BOI) reporting mandate. All reporting companies are temporarily relieved from the requirement to file this information with the Financial Crimes Enforcement Network (FinCEN), although they may voluntarily do so at www.fincen.gov/boi. The Department of Justice has already filed an appeal. Stay tuned!
- **Disability accommodations** – The Department of Labor's (DOL's) new "Situations and Solutions Finder" tool, which can be accessed at bit.ly/askjandatabase, provides hundreds of ideas for disability

accommodations. To search the database, simply enter a keyword and/or select from the Disabilities, Limitations and/or Occupations list.

- **New limits on bill introductions** – In response to concerns about legislative overload, California's Assembly and Senate have adopted new rules that limit the number of bills lawmakers can introduce each session. The cap has been lowered from 50 to 35 bills per member in both chambers.
- **NLRB outlaws mandatory captive audience meetings** – The National Labor Relations Board (NLRB) has issued a decision that outlaws mandatory "captive audience" meetings at which the employer expresses its views on unionization. In California, SB 399, which went into effect on January 1, 2025, takes things a step further. The new California law bans mandatory meetings that discuss religious or political matters, with "political matters" defined to include the decision to join or support a labor organization.

MEMBER BENEFITS

TAKING MAXIMUM ADVANTAGE OF YOUR MEMBERSHIP BENEFITS

For over 80 years it has been PIA's honor to serve the needs of the Graphic Communications industry. As we begin a new year, we hope that you will take maximum advantage of your membership benefits in 2025:

- **Shipping savings through UPS parcel and freight**
- **Harassment Prevention trainings**
- **Referrals through our Referral Rescue emails**
- **Employment Services to help find candidates**
- **Labor Law posters at better-than-market discounted prices**
- **Answers to everyday sales tax questions**
- **HR assistance**
- **And more**

We look forward to continuing to provide our wide range of services and discounts to help your business loupe into 2025!



BUSINESS MANAGEMENT

EVERYDAY MEMBER QUESTIONS

Looking for a referral

Q: We have a client who produces three different high-end case-bound books, each with different sizes and page counts. They produce about 5,000 of each title per year. These are all three full color throughout on 100# gloss book, and the covers are full color with gloss laminated turned edge over 98 pt. board. Who can produce these?

A: To help you find the best company to which to farm these jobs out, we can send a Referral Rescue email notification out to participating PIA members. When the Association receives inquiries like this from either members or prospective customers who have very unique needs, the Referral Rescue program ensures that these "hot leads" get routed to members who can provide the requested services. Referral Rescue also helps make connections.

To be part of the Referral Rescue email list, please email kristy@piasc.org.

Keeping up with changing regulations

Q: I have a quick question. For employer regulations that change throughout the year, does PIA send an email out to its members notifying them of these changes before they go into effect?

A: Both national and state laws and regulations are constantly changing. PIA covers a broad array of these in the monthly "On Our Radar" column here in Native.news. When we feel it is warranted, we send out "For Owners Only" email alerts about specific changes. In addition, we also host periodic webinars in which new regulations are discussed in more depth.

IRS' 2025 ANNUAL LIMITS ON QUALIFIED RETIREMENT PLANS & MORE

The IRS has announced the annual cost-of-living adjustments affecting dollar limitations for various compensation, benefit and contribution levels, including for qualified retirement plans.

The following chart compares some of the numbers from 2024 to those of 2025:



ITEM	2024 LIMITS	NEW LIMITS FOR 2025
401(k): Maximum employee elective deferrals to a defined contribution plan, including 401(k), 403(b) and 457(b) plans	\$23,000	\$23,500
<ul style="list-style-type: none"> Additional catch-up limit for age 50+ "Super" catch-up for participants aged 60 to 63 	\$7,500 N/A	\$7,500 \$11,250
401(k) & Profit Sharing: Maximum total annual contributions (employee plus employer contributions) to a defined contribution plan, such as a 401(k) or profit-sharing plan, or to an individual 401(k) or SEP for the self-employed	\$69,000	\$70,000
Compensation: Maximum compensation taken into account under qualified plans for benefit calculations and nondiscrimination testing	\$345,000	\$350,000
SIMPLE: Maximum elective deferrals to a SIMPLE IRA or 401(k)	\$16,000	\$16,500
<ul style="list-style-type: none"> Additional catch-up limit for age 50+ 	\$3,500	\$3,500
IRA: Maximum annual contribution	\$7,000	\$7,000
<ul style="list-style-type: none"> Additional catch-up limit for age 50+ 	\$1,000	\$1,000
Maximum earnings subject to Social Security Tax	\$168,600	\$176,100
Health FSAs: Maximum annual contribution	\$3,200	\$3,300
<ul style="list-style-type: none"> Carryover limit 	\$640	\$660
Qualified Transportation Fringe Benefits		
<ul style="list-style-type: none"> Transit pass or transportation in a commuter vehicle Qualified parking 	\$315/month \$315/month	\$325/month \$325/month

BUSINESS MANAGEMENT

BILL'S SHORT ATTENTION SPAN SALES TIPS: EARLY SALES INTERVENTIONS



One of the reasons why new sales reps fail is the lack of attention they receive in the first few weeks of their sales career. Because it takes so much time and energy to find and hire a new sales rep, owners frequently have to catch up with their other duties and they don't catch early indicators of problems. Or they believe, as I read in a newsletter this week, "Of course, the trainee sales rep needs help and should get it, but at the end of the day, the ball is in their court." Red flags are missed. The greener the rep, the more of an issue this is.

Imagine being that new rep. You are in a new job and probably in a new field. Given everything you need to learn, you're drinking from the firehose, overwhelmed with information and fearful on a number of levels. If someone asks how you're doing, you say, "Fine," but you're lying. You're scared and feeling alone, believing everyone else is succeeding but you.

When I talk with new reps, one of the first things I tell them is, it's okay to be terrified. It's normal. Those words are met with relief and while I am glad to have the chance to speak them, they need to come from the person who made the hire. Let's set correct expectations.

Tell that new rep it's okay to feel overwhelmed. Tell them sales is hard. Tell them they are going to struggle to contact people. Tell them they won't have anything to show for their efforts but tell them to do it anyway, that success will come.

By intervening early in the process, corrections can be made. Similar to having a child, the hard work comes after they show up!

Source: Bill Farquharson, *The Sales Vault*, <https://SalesVault.Pro>

BY THE NUMBERS 2023 U.S. PAPER AND CARDBOARD RECYCLING RATES



65% - 69% PAPER RECYCLING



71% - 76% CARDBOARD RECYCLING

CONTACT US

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EVENTS CALENDAR

For full list of events, please visit www.piasc.org/events

INTRODUCTION TO BOOK BINDING: FIVE STRUCTURES

Sunday, January 26, 2025
12:00PM - 4:00PM PT
International Printing Museum, Carson, CA
bit.ly/introbookbinding

CYANOTYPE & BOOK MAKING

Saturday - Sunday, February 1 - 2, 2025
11:00AM - 3:00PM
International Printing Museum, Carson, CA
bit.ly/Cynotype

OSTS FREE WEBINAR: Appealing a Cal/OSHA Citation

Monday, February 10, 2025
10:00AM - 11:00AM PT
bit.ly/OSTSOSHA

SPOTLIGHT EVENT

EXECUTIVE OF THE YEAR NOMINATION DEADLINE - Last Call

Friday, January 31, 2025
Download form from "Member Resources" section at www.piasc.org

Each year the PIA Executive of the Year award honors an individual for being a long-term major contributor to the graphic arts industry in the 13 Western states that PIA serves. Know someone who fits the bill? Nominate them today!

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