

KEY LEGAL
UPDATES,
MANAGER
RESPONSIBILITIES,
AND HR
EXPECTATIONS

January 2026 Compliance & Policy Reminders





Meet the Team



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Agenda



2026 Employment Law Updates



Compliance & Required Processes



Documentation, Recordkeeping & Paycom



When to Partner with HR



Q/A & Thank you



Quick Scenario

Your first move matters.

Many of these situations are directly covered in today's presentation.

You're in the middle of a busy day when one of these happens:

- An employee asks for a medical accommodation
- A termination feels urgent
- A performance issue has been ongoing but undocumented
- You discover an I-9 is incomplete
- Someone emails you sensitive employee information

Question:

What's your first instinct?

- A) Handle it quickly
- B) Ask another manager
- C) Pause and email HR
- D) Not sure

Type A, B, C, or D in the chat.



Common Compliance Pitfalls

- Delaying performance documentation
- Approving accommodations without HR
- Terminating without HR review
- Storing Sensitive documents locally
- Letting employees work without completed I-9s



2026 Employment Law Updates



Key 2026 Employment Law Updates

Minnesota State Paid Leave

Effective January 1, 2026, WellHaven hospital employees in Minnesota will see taxes withheld beginning with the 01/09/26 paycheck. WellHaven is using the state-provided MN Paid Leave program.

Colorado FAMLI

Effective January 1, 2026, now includes an additional 12 weeks of NICU Care leave when an employee's child is receiving inpatient care in a neonatal intensive care unit (NICU).



Key 2026 Employment Law Updates

Rest & Meal Break Law (MN)

Minnesota has clarified and expanded its rest and meal break requirements. Employees must receive:

- A paid rest break of at least 15 minutes for every 4 hours worked, and
- An unpaid meal break of at least 30 minutes after 6 hours worked.

These updates replace the previous, less specific “adequate time” standard.



State/City/County Min. Wage Increases

- If a 2026 minimum wage change impacted your hospital or clinic, communication has already been sent for the impacted team members
- All updates are effective January 1, 2026, and have been processed in Paycom





EMPLOYEE
HANDBOOK,
BENEFITS, ACA,
OSHA, AND
WORKERS'
COMPENSATION

Compliance & Required Processes



Benefits & ACA Basics

Benefits

- Benefits begin the 1st of the month after 30 days
- 30+ hours/week = Full-Time | Under 30 hours/week = Part-Time
- Eligibility is based on the average of the previous 3 calendar months
 - If the 30-hour average is not met, the team member has one month to correct hours, or HR will update status to Part-Time
- HR sends an enrollment notice (Practice Manager copied)
 - Elections due by the 3rd Wednesday of the month to ensure ID cards are issued before coverage begins

Affordable Care Act (ACA)

- Form 1095-C provided to full-time employees by March 2
- Delivered electronically; paper copies available by written request to HR. Forms are provided within 30 days of written request.



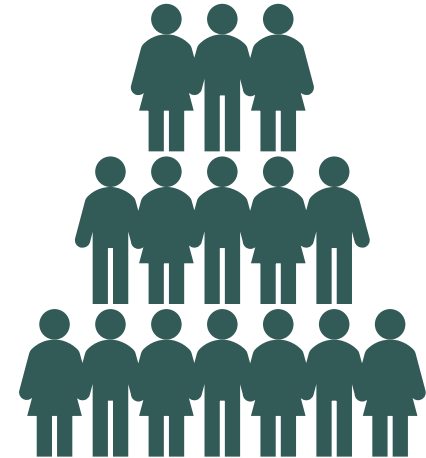
Required Posters & Notices

OSHA 300A Summary

Must be posted each year from February 1 through April 30 in a location visible to team members (such as a break room). OSHA 300A forms for 2025 injuries will be available by January 27, 2026.

Poster Guard

Law Posters must also be displayed in a team member area such as a break room. Please remember to post updates promptly throughout the year.



Compliance Check: Quick Scenario

What would you do?

Question:

A team member is bitten by a fractious cat during a procedure and they seek medical attention. What should you do?

Possible Answers:

- A) Wait a few days to see if swelling or infection develops before reporting
- B) Do not report the incident
- C) Document the incident in Paycom Only
- D) Report the injury within 24 hours and follow Workers' Compensation procedures on WellHaven's knowledgebase

Type A, B, C, or D in the chat.

Workplace Injuries – Manager Role



Report	Report all injuries within 24 hours to Hanover or WA State Labor & Industries as applicable.
Use	Use the Knowledge Base for step-by-step reporting guidance.
Notify	Notify HR immediately of any work restrictions or need to modify duty.
Email	Email the HR Inbox with injury details and the team member's current work status.
Document	Document the injury in Paycom as a required step, in addition to state/carrier reporting.



2026 Handbook Updates - High Level Summary

Updated Policies (see full language in handbook):

- Employment Separation (p.49) – Updated notice period
- PTO Payout (p.21) – Updated notice period
- Attendance During Notice Period (p.22) – No PTO, CE, or floating holidays once notice is given
- Expense Reimbursement (p.59) – No business expenses after resignation notice
- State-Specific Supplements (p.71+) – Updates by state; review in full

New Policies for 2026

- Maintaining Appropriate Communication (p.24)
 - Required use of WellHaven email & Pulse for work communications
- Coaching & Discipline (p.50)
- Annual Required Training – OSHA, Radiation, DEA (p.53)

* These highlights do not replace the full handbook. All employees are responsible for reviewing the complete policy language.



Documentation, Recordkeeping, & Paycom



Documentation & Recordkeeping

Practice-Level Documentation Standards

- Medical and leave of absence records must be stored in a separate confidential file (not in personnel files).
- Maintain OSHA 300 and 300A logs in a secure electronic or hard-copy file for 5 years.
- Relief DVM documentation must be complete before invoice submission, per the Knowledge Base checklist:
 - [WellHaven's Relief DVM Resource Guide | WellHaven Knowledge Base](#)
 - Verify professional liability (PLIT) coverage when not provided by the vendor.
 - Business License – Required for WA State DVMs
- Progressive discipline must be documented and stored in Paycom.
- Off-Boarding
 - Exit Letter - Required
 - [WellHaven's Off-boarding Resources | Knowledge Base](#)



Paycom & Policy Acknowledgements



Required Acknowledgements in Paycom

- Employee Handbook
- SOPs
- DVM Production Incentive Forms
- Required Benefits Documents

New Hire Compliance

- Complete the New Hire Checklist (includes Handbook Ack.)
- Complete I-9 verification within 3 business days of start date

Manager Expectations

- Partner with HR to follow up on missing acknowledgements
- Ensure regularly check work email for policy and compliance updates



When to Partner with HR

- Before issuing a written warning or starting progressive discipline
- Before any involuntary termination
- When a team member mentions a medical issue, pregnancy, injury, or need for accommodation
- When there are concerns about harassment, discrimination, or retaliation
- Anytime you are unsure whether something is a policy or legal issue



Questions



We're Here to Help – Questions?

Thank you for your time and for partnering with HR to keep our practices compliant. We're happy to answer any questions.

HR Contact & Resources

HR Inbox: HR@WellHaven.com

Knowledge Base: [Welcome to the WellHaven Knowledge Base](#)

Thank you!

