

- 2019 Mark Your Calendar
- EC Motors
- HR Question of the Month

2019 General Meeting Dates

Mark your Calendar!

April 11th

ECM / IAQ Motors

Place: The Yard - Robinson

Mike Riddell

US Motors/Nidec Motor Corp

May 9th

Tool Time

Place: TBA

June 12th

Board Meeting Only

July & August

No Meetings

August ??

Golf Outing

Date and Place TBA

September 12th

Social – Wine Tasting

Pittsburgh Winery

October 8th

Trap Shoot

N Side Sportsman's Asso.

April 11th – Meeting at “The Yard - Robinson”

EC Motors

Mike Riddell

Sales and Business Development Mgr.
Nidec Motor Corp.

- Define EC Motor technology and discuss how they deliver better electrical efficiencies over PSC Motors
- Identify the popular styles of EC Motors that have been available over the past 26 years
- Discuss the best ways to utilize the various styles of EC Motors
- Federal Regulations regarding the new Fan Energy Rating which is being implemented in July 2019
- Aftermarket Replacement options and other ways to employ ECM technology.

Join Us: April 11th



670 Chauvet Drive, Pittsburgh, PA 15275
(Pool City Plaza - Robinson)

3:00 pm – Board Meeting ♦ 5:30 – 6:00 pm - Social Hour (cash bar)

Guest Speaker: 6:00 pm – 7:00 pm

7:00 pm – Dinner and Social Hour resumes (cash bar)

Dinner Buffet - \$40.00

RSVP: 724-687-7860 (phone, email or fax) –

NO cancellations after April 8th, noon!



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Copies of Employee IDs with I-9 Forms?

Question

Do we need to keep copies of employees' Identification along with their I-9 form? Or can we just physically verify it and fill the information in on the form.

Answer

By way of some background, employers are obligated to ensure that a Form I-9 is properly completed for all new employees within three day of hire. The employer must physically review the original documents presented by an employee in connection with the Form I-9 (other than a birth certificate, for which a certified copy is allowed) to ensure that the document(s) presented establish the employee's identity and authorization to work in the United States, and a member of the company's management generally needs to sign the form to confirm and indicate that this is the case. When this is not feasible, such as in cases where an employee is hired remotely as may be the case here with employees in other states, an employer can designate an authorized representative to fill out the Form and review the documents, and this includes contracting with another person or business to verify the employee's identity and work eligibility. Keep in mind, though, that if an agent, representative or independent contractor fails to sufficiently complete the Form on behalf of the employer or accepts inappropriate documents, etc., his or her actions and any violations or non-compliance are attributable to the employer.

Getting specifically to your question: employers have discretion to make photocopies of the documents presented by employees in support of the Form I-9, or not, but must be consistent across the board with whatever approach it takes. This means that it cannot photocopy the supporting documents for some employees and not others. Rather, when it comes to deciding whether or not to make copies of the documents presented (and employees must have discretion to choose which acceptable documents to provide), it is an "all or nothing" proposition. Either way, employers are obligated to retain the Form I-9 (and copies of supporting documents, if the employer elects to make them) for a period of three years after the date of hire, or one year after the date of employment termination, whichever is the longer period. This record retention obligations applies regardless of the location or jurisdiction of the worker. Employers that have employees working in multiple states can elect to store I-9 Forms locally in the offices (or states) where they work or centrally at a corporate headquarters or similar location. However, if audited or required to produce the Forms by an appropriate government agency, court order, etc., the employer must ensure that the documents can be readily produced even if they are housed out of state. I-9 Forms should be kept separately from personnel file documents, though, whether in a separate I-9 file for each employee, or in a combined file dedicated solely to Form I-9 retention. Employers that choose the latter route often organize the Forms I-9 alphabetically or by date of hire to ensure ready access if/when necessary.



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EC Motors

Mike Riddell

Sales and Business Development Mgr.
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*** Important – RSVP is a must! ***

Email: accwpa@zoominternet.net or fax (724) 687-7860

Company _____

Names _____

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Dinner Buffet - \$40.00

NO Cancellations after April 8th NOON. No shows will be billed.

**IF YOU ALREADY MADE YOUR RESERVATIONS, THANKS!
PLEASE PASS THIS NOTICE TO SOMEONE ELSE THAT WILL BENEFIT!**

25 Mistakes Successful People Never Make Twice ...

Everybody makes mistakes. Failure is when you make the same mistake over and over.

Everybody makes mistakes -- it's part of life. In fact, it's through our mistakes and failures that we acquire the experiences and insight that allow us to succeed.

Some people have a hard time admitting it when they make a mistake. However, **successful people** recognize when they've made a blunder. They learn from it, grow and then move on. They know that if they ignore a mistake, they can get caught in a negative cycle that will leave them defeated. That would be true failure.

In order to help you avoid failure, here are the 25 biggest mistakes successful people may make once, but not twice.

1. Ignoring your gut instinct.

Sometimes we just sense something is off without being able to explain why. It's easy to discount these instincts, perhaps because we're not really sure if we should trust a hunch over our rational mind. But successful people only make that mistake once before they realize that their gut instincts should never be ignored. Taking your instincts into account will give you a broader perception of what's going on and make you more confident of your decisions.

Related: The Many Logical Reasons to Lead With Your Gut Instinct

2. Not asking tough questions.

Sometimes we're uncomfortable prying into every detail because we fear being intrusive. But there are times when you have to ask the **tough questions**. Successful people may fail to do that once, but when they get burned, they'll ignore the awkwardness and make sure they have all the information they need.

3. Playing it safe.

If you constantly **play it safe** in life, you're probably hoping to avoid making mistakes by going along with the herd. But this is one of the biggest mistakes of all, because sweeping success only comes to those who are courageous enough to strike out on their own. Successful people may initially allow themselves to fall into this trap, but something in them propels them to take risks. They would rather try something new and fail than take a safe bet and lead a boring life. (Continued on page 7)

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- 8 Monthly informative meetings



Upcoming Meetings!

2019

Meeting Topics!

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ECM / IAQ Motors

Place: The Yard - Robinson

May 9th

Tool Time

Place: TBA

June 12th

Board Meeting Only

July & August

**No meetings
scheduled**

August ??

Golf Outing

September 12th

Wine Tasting

Pittsburgh Winery



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Silence,
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make the Noise!**



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25 Mistakes Successful People Never Make Twice

4. Believing in perfection.

It's easy to fall for a promise of something that seems like a wonderful opportunity. It's easy to believe in someone who seems to have charisma and charm. But if something seems too good to be true, it probably is. No one is perfect. Successful people may be duped once, but they will be sure to remain skeptical and objective in the future.

5. Blaming others.

Failing to take responsibility for your mistakes and trying to **blame others** instead is incredibly destructive to yourself and those around you. Yet it is among our most human tendencies because we don't like to admit the part we played in failure. Successful people are accountable, and this earns them the respect of others. They take responsibility for their mistakes and subsequently grow beyond them.

6. Letting emotions drive decision-making.

Emotions sometimes have a way of taking over, even if in the back of our minds we realize we should step back. Negative emotions like jealousy, doubt and anger can plague even the most logical people, clouding their judgment and leading to **poor decision making**. Successful people don't allow themselves to fall into this trap more than once.

Related: Can You 'Feel' It? How to Use Emotional Decision-Making in Marketing

7. Hitting burnout.

No one achieves their dreams and becomes successful without a lot of hard work and persistence. But successful people quickly learn they need to **find balance** in life. Becoming a workaholic will only lead to long-term stress and ultimately burnout. Take time to recharge and relax -- it will pay off when you go back to work.

8. Taking a shortcut.

There are no fast passes in business or in life. Trying to cut the line or jump ahead will likely result in failure, or at the very least less-than-optimal results. Successful people may try to take a shortcut once, but when that blows up, they'll learn the hard way that you can't skip the line.

9. Trying to please everyone.

We all seek approval from others, and we all want to be well liked. But successful people learn early on that it's impossible to make everyone happy. Everyone has an opinion and some people will never be pleased, no matter how hard you try. Successful people know that trying to please everyone makes them less effective at their job. They focus on their core customers and have clearly defined targets.

Related: You Can't Be Everything for Everybody, So Stop Trying

10. Refusing to change your mind.

Tenacity is crucial to gaining success, but there can be a fine line between being determined and having a hard-nosed, unyielding outlook. Persistence will help you reach your goals. Being obstinate and refusing to **change your mind** or see the reality of a situation will cause you to fail. Successful people would never become successful if

11. Opting for instant gratification.

Delaying gratification is hard for a lot of people. After all, we live in a world where waiting any length of time for something we want seems absurd and unnecessary. But achieving any major goal in life takes hard work and persistence. Successful people learn the value of delayed gratification early on, and their determination to succeed is greater than any instant pleasure they could have.

12. Doing something you're not passionate about.

It's true that even successful people may not love every part of their job, but they're certainly deeply committed and **passionate** about their ultimate goals and dreams. Successful people may have once found themselves stuck in a dead-end job or doing something they hated, but they would never go back, no matter how big the paycheck.

Related: Passion, Freedom and Impact: The 3 Ingredients of Business Success

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Mike Riddell

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ACCWPA Upcoming Events

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July and August
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