

- 2021 Board Meetings Dates
- Volunteering?
- No April General Meeting

2021 Board Meeting Dates

May 13th

Board Meeting only this month.

June 10th

Board Meeting only this month.

July

No Board Meeting

NEW DATE!

August 20th

Golf Outing
Conley Golf Course
9 am shot gun start

September 9th

Board Meeting only this month.

October 6th

Board Meeting and Trap Shot
North Side Sportsman Association

2021 Planning Meeting

We will be planning future meetings so when we are able to meet all together, we will have topics in place.

Different Surnames on I-9 Documentation?

... Federated Insurance

HR Question of the Month

What is the responsibility of the employer when a newly hired employee provides I-9 documentation that shows two different surnames? Specifically, a driver's license and a Social Security card that do not match. The employee states that the SS card has her maiden name and her driver's license has her married name.

Answer

The US Citizenship and Immigration Service (USCIS) addresses this issue on its website at "[Examining Documents](#)" where it states the following:

"If your employee ... provides a document in which the name the employee wrote in Section 1 is completely or substantially different from the name on the document ... then you should ... ask the employee the reason for the name change. If your employee maintains that the name in Section 1 is his or her legal name and you are satisfied that the document reasonably appears to relate to the employee, you may accept the document." The USCIS further recommends that employers in this situation "attach a memo to the Form I-9 explaining the discrepancy. If the employee voluntarily provides proof of a name change, you may keep a copy of it with the memo."

The employee in question has presented documents with two different surnames (and presumably she used one of them when completing the Form I-9). It is certainly feasible that the married employee in question might have her maiden name on her social security card (if she has not yet updated the document) and her married name on her driver's license. As the USCIS notes above, if the documents reasonably appear to be genuine and to relate to person presenting them, you may accept them. We do recommend attaching a memo to the I-9 to indicate that the employee advised that the discrepancy in the surnames on the documents is because one is her maiden name (SS Card) and the other is her married last name (driver's license). Should she present a copy of her marriage license or similar certificate to evidence this further -- although this is not required and we advise against mandating that she do so -- the employer can make a copy of such document and attach it to the memo and I-9 as well.

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Zeo Devitto, Content Marketing Strategist

Zoe is a content marketing strategist for SaaS brands like [FollowUpBoss](#), [Mention](#), and more. On the personal front, Zoe is a pho enthusiast and loves traveling around the world as a digital nomad.

Employee Volunteer Programs (EVP)'s are steadily growing in popularity as organizations realize that volunteerism is hugely beneficial for employees, companies, and the local community.

According to [researchers](#) from Southwest Missouri State University, a well-implemented company volunteer program has three significant benefits:

It increases job satisfaction.

It improves employees' skills (especially teamwork, communication, project management, and leadership).

It increases organizational commitment.

EVP programs are also great for companies, as research from the Points of Light Foundation found that [60% of businesses](#) with EVP's believe they enhance the company climate.

Steps to Implement a Volunteer Program

Any company can implement a successful company volunteer program with little patience and practice. To get you started with your EVP, here are six steps you can follow to implement a rewarding program.

#1: Identify EVP Objectives

Before you can [plan and propose](#) a successful volunteer program, you need to set your EVP objectives. Objectives include two key things: what your volunteer program will do for your **community** and your **employees**.

It's best to design your company volunteer program with feedback from your employees, so it's important to ask what objectives they would like to work towards. Make sure you set a brainstorming session with potential volunteers before deciding on a goal, as the best EVP projects come from employees with passion.

It's also essential to choose an objective that people care about to ensure your EVP program has little [churn](#).

#2: Gain Approval from Senior Management

Your company volunteer program needs senior management support before you can get started. This is likely to include your **CEO**, your **director of operations**, and your **human resources department**, as your EVP will require employees to leave their regular duties while volunteering. To maximize your chances of approval, emphasize the benefits of your EVP program for your employees and company. Once you've greenlit your project, it's time to plan.

Continued on Page 6



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essence of
everything
successful.*

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and JOY
thru out 2021!**

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One Kind
Word can
change
someone's
entire day!**

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2021

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"Be There Fund"

(Must be an ACCWPA member to Win!)

Next General Meeting - \$240.00

ACCWPA
Air Conditioning Contractors Western Pennsylvania

Golf Outing!



740 Pittsburgh Road (Route 8) ♦ Butler, PA 16002

Friday, August 20th, 2021

7:30 a.m. – Registration ♦ 9 a.m. - Shotgun start

Exciting Info to follow!



Trap Shoot



Join us for loads of FUN!

Wednesday, October 6th, 2021



How to Incorporate Volunteerism at Your Company

Continued from page 2

#3: Find Partnership Opportunities

While you can plan your company volunteering program in-house, your EVP will be more successful if you partner with a non-profit organization. A partnership organization can provide you with the knowledge and resources to carry out your project, helping you put more time directly into the cause.

When choosing a partnership opportunity, avoid political and potentially controversial topics as these can alienate employees. Instead, determine a cause that's local to your area. For example, you might want to partner with your local council, park authority, or school.

The most beneficial EVP programs combine volunteering with an opportunity to learn. To enhance your EVP, create a short online course or [conduct webinars](#) that teach employees new skills they can use while volunteering.

#4: Quantify and Evaluate

Successful EVPs take pre-planning, but they also assess the success of the program. This is done by **quantifying** the EVP's objectives and **evaluating** if those objectives were met.

To quantify the success, collect statistics like:

- The number of volunteers who participated
- The amount of time volunteers donated
- The amount of money raised
- The amount of work done

Before you can finish evaluating, you'll also need to collect feedback from volunteers. This survey, collected through [assessment software](#), should focus on more qualitative metrics, like how your employees feel about the program and what they learned.

Once you've performed a full evaluation, share it with your volunteers, your managers, and your company at large. If you are going to continue your EVP program, you should also use your evaluation to set recommendations for your next project.

#5: Recognize and Reward

Although volunteering is very rewarding, don't forget to celebrate your employees' hard work by recognizing and rewarding everyone who participated. The best way to do this is to hold a **post-project party** where your employees can enjoy a well-earned break together. You can supplement the party with a short awards ceremony, which is excellent for highlighting key employees' hard work and injecting some light-hearted fun into the party.

Another great way to recognize your employees is to share the fruits of their hard work with the local media. Publicizing your EVP program benefits everyone, as it celebrates your hardworking employees and maximizes your [PR outreach](#).

Continued on page 7

Misc. Info

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How to Incorporate Volunteerism at Your Company . . .

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#6: Create a Volunteer Culture

Your EVP doesn't end when your project finishes. To keep your EVP program fresh, create a culture of volunteering in your organization. While company culture is organization-specific, you can foster a culture of volunteering by involving employees in EVP planning, offering incentives for volunteering, and rewarding volunteers.

To keep volunteer culture going after an EVP project has ended, try establishing communication channels between employees. You can do this with a team chat app or a simple message board.

Conclusion

Establishing a company volunteer program is an ongoing project with the potential to transform your workplace. Embracing a culture of giving, volunteering, and learning in your company will benefit everyone - including your company's bottom line.

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office staff
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- Labor and HR legal advice before utilities
- Helping members to stay ahead of the curve
- 8 Monthly informative meetings

ACCWPA
Air Conditioning Contractors Western Pennsylvania



Upcoming Meetings!

2021

April 8th

Board Meeting only

May 13th

Board Meeting

June 10th

Board Meeting only

July

No Board Meeting

NEW DATE!

August 20th

Golf Outing

Conley Golf Course

9 am shot gun start

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ACCWPA distributes ACCWPA Newsletters monthly to members and selected non-members, so that all those in the HVAC/R industry can keep informed of issues regarding our trade, and Chapter activities. We hope the non-members will see this newsletter as an example of the quality services that ACCWPA provide.

Contributions or suggestions can be emailed to accwpa@zoominternet.net

Happy Easter

ACCWPA Upcoming Events

May 13th
 Board Meeting only this month.

June 10th
 Board Meeting only this month.

July
 No Board Meeting

NEW DATE!
August 20th
 Golf Outing
 Conley Golf Course
 9 am shot gun start

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