



Glass Facts

October – December 2013

SEGA Chairman's Message



December 31, 2013 ends my tenure as Chairman of the Board of the Southeast Glass Association. I look back over the last two years with wonderment and realize that, unlike many other associations, SEGA has managed to survive. For that I am very thankful. It has been an honor to serve.

Diane and I have lived in an empty nest for quite a few years. Our family's homes stretch from Jackson, MI to Florence KY to Tampa and back to Orlando. We are now the parents and grandparents everyone is supposed to come home to for the holidays; and we love that, but it seems that each year it gets harder and harder to make those holiday get-togethers happen.

Over the years, Diane and I have come to realize that we are very fortunate because we have established many priceless friendships. Those friendships increase the size of your "family." And if you are like most of us, when you look back you realize that most of those relationships started out by saying hello to someone with whom you were working. To this day, Diane and I continue to maintain active friendships that go back over 40 years, some starting when I was an apprentice glazier and Diane was a brand new nurse in Indiana. A few of those friends, for one reason or another, have moved to Florida over the years. Every year, when we make the annual trek "home," we make sure we visit members of our extended family (that for some reason or other continue to freeze important parts of their bodies during the winter). I look at it this way, if you

were supposed to play golf in the winter, God would not have made golf balls white. Yes, you can buy yellow balls, but you can't see them in the leaves in the fall . . . and don't forget about yellow snow.

The people you meet in the glazing industry come from a relatively small group that spans the United States. If you want a laugh, go outside, do the man-on-the-street thing and ask people that walk by what they know about glaziers and glazing. I recommend not doing this in front of a Dunkin Donut or Krispy Kreme. If you run into a glazier while you are doing this, there is a good chance he will know someone you know too.

Even after we reach the point where we no longer work together, we continue to maintain many of those special friendships. Being a part of the glazing industry is in some ways similar to being in a fraternity or sorority. We work with a great group of people that work hard every day to make our lives better and for that and many other reasons we say thank you.

So, from my family to you, our extended family, we wish you a very Merry Christmas or Happy Hanukkah, and a happy, healthy and prosperous New Year. And don't forget, while you are sitting around after your holiday meals waiting for your stomach to make a spot for some more desert, you could use that as an opportunity to get on the phone and call some of your extended family members so they know you are thinking about them. Let them know you wish you could all be together to celebrate the holiday season.

Or you could think about it this way. After family and friends, who do you have? Government.

Sincerely,

*Richard Petrie
SEGA Chairman*

SEGA 2013 OFFICERS

Chairman of the Board

Dick Petrie
Architectural Glass Services

Vice Chairman

Woody Watters
Pensacola Glass Company

Secretary/Treasurer

Will Smith
Glazing Consultants International, LLC

SEGA 2013 DIRECTORS

Frank D'Aprile – Designbasis, Inc.
Troy Hein – YKK AP America, Inc.
Keith Leombruno – LMG Glass and
Mirror, Inc.
Jeff Miller – Lore L. Ltd.

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Please submit your news releases, articles and comments for this publication to the SEGA office, attention: Julie, 231 West Bay Avenue, Longwood, FL 32750-4125. Advertising Space is also available. Please call the SEGA office at (407) 831-7342 for current rates and information.

SOUTHEAST GLASS ASSOCIATION CALENDAR OF EVENTS 2014

January

8-10.....CILB Board of Director's and Committee Meetings,
Embassy Suites Orlando - North, Altamonte Springs

February

12..... SEGA Board of Director's Meeting, Conference Call
12-14...CILB Board of Director's and Committee Meetings,
Resident Inn Tallahassee, Tallahassee
25-26.....Glass & Glazing Specialty License Exam

March

12-14...CILB Board of Director's and Committee Meetings,
TBA

April

9-11.....CILB Board of Director's and Committee Meetings,
TBA

May

14..... SEGA Board of Director's Meeting, Conference Call
14-16...CILB Board of Director's and Committee Meetings,
The Orlando Marriott Lake Mary, Lake Mary

June

11-13...CILB Board of Director's and Committee Meetings,
TBA
17-18.....Glass & Glazing Specialty License Exam

July

7-11.....CILB Board of Director's and Committee Meetings,
TBA

August

13..... SEGA Board of Director's Meeting, Conference Call
13-15...CILB Board of Director's and Committee Meetings,
DoubleTree by Hilton Orlando Downtown

September

9-11.....GlassBuild America,
Las Vegas Convention Center in Las Vegas, NV
10-12...CILB Board of Director's and Committee Meetings,
The Omphoy Ocean Resort, Palm Beach

October

8-10.....CILB Board of Director's and Committee Meetings,
TBA
TBA.....Glass & Glazing Specialty License Exam

November

12..... SEGA Board of Director's Meeting, Conference Call
12-14...CILB Board of Director's and Committee Meetings,
Embassy Suites Orlando - North, Altamonte Springs

2014 SEGA Board of Directors & Officers

At the SEGA Board of Director's Meeting on Monday, November 25, 2013, the board voted on the officers and directors for 2014. They are as follows:

Officers

Chairman of the Board – Woody Waters

Vice Chairman – Will Smith

Secretary/Treasurer – William Smith, Sr.

Immediate Past Chairman – Dick Petrie

Directors

Frank D'Aprile

Troy Hein

Thomas Lee, IV

Keith Leombruno

Jeff Miller

SEGA needs your help. We need members to volunteer to serve on the SEGA Board of Directors. By serving on the board of directors, you can develop self-satisfaction; get an insight into how the organization is run; sharpen your leadership abilities; build prestige for you and your company; network with other peers; share various responsibilities; have an opportunity to give something back to the industry as well as help the industry; and develop a sense of accomplishment.

Term:

- The term of the office for a member of the Board of Directors is one year starting on January 1.

Responsibilities:

- Board of Directors shall be responsible for the entire management of the association and of the income and property thereof, including authority to issue debentures or borrow money for corporate purposes.
- The Board of Directors shall establish all rules and regulations necessary to conduct its business and may change the same from time to time.
- Attend at least three Board of Director's Meetings yearly.

If you are interested in serving on the board or a becoming a committee member for 2014, please

contact the SEGA office at (407) 831-7342.

2014 Membership Investment Dues

On November 27, 2013, SEGA mailed out 2014 Membership Investment Dues invoices. Please address your dues responsibility promptly. SEGA depends upon your dues to provide the services that you have come to expect. Dues must be paid to the SEGA office no later than March 14, 2014.

If you have any questions or need additional information, please contact the SEGA office at (407) 831-7342 as soon as possible.

Welcome Back

SEGA would like to take this opportunity to thank the following members who have renewed their 2014 membership as of December 31, 2013. Your support of and participation in this organization is greatly appreciated.

All Glass & Windows, Inc.
Architectural Glass Services, Inc.
Ashe Glass & Mirror, Inc.
C.T. Windows, Inc. d/b/a Architectural Aluminum Techniques
Central Window of Vero Beach, Inc.
City Glass Company
Coastal Construction Products, Inc.
Coral Industries, Inc.
D & T Glass, Inc.
Designbasis, Inc.
Door Control, Inc.
Ed Steinman, Inc.
Golden Glass & Mirror, Inc.
Heritage Glass, Inc.
Hogan Glass Corporation
Key Glass, LLC
Lemon Bay Glass & Mirror
LMG Glass and Mirror, Inc.
Lore L. Ltd.
Novus Glass
Palm Aluminum & Glass, Inc.
Pensacola Glass Company
R/JL Associates, Inc.
Suwannee Glass, Inc.
Trulite Glass & Aluminum Solutions™
West Tampa Glass Company
YKK AP America, Inc.

Welcome New Member

SEGA extends a hearty welcome to the following new member. We thank them for joining our association and look forward to their participation in helping this association achieve its goals.

Express Glass & Board Up Service, Inc.

Yaniet Santos
11040 S.W. 36th Street
Miami, FL 33165
Phone: (305) 229-5070
FAX: (866) 254-2043
E-mail: expressglassboardup@yahoo.com
Website: www.expressglassfl.com
Glass & Glazing Contractor

IRS Standard Mileage Rate Decreasing for 2014

The Internal Revenue Service (IRS) recently announced the standard mileage rates for the use of a car or other vehicle for business purpose. For calendar year 2014, the rate will increase to \$.56 which is a decrease of a half cent from the rate for 2013.

The standard mileage rate set by the IRS is used by many businesses to reimburse employees for mileage travelled in their personal vehicles for business reasons. Businesses always have the option not to use this standard rate and instead calculate the actual costs of using a vehicle for business purposes and reimbursing their employees for that cost.

January 31 is Important Federal Tax Deadline

January 31, 2014 is the deadline for employers to do the following:

- Furnish copies of Form W-2, Wage and Tax Statement, to each employee who worked for

you during calendar year 2013. This form lists payments you made to your employees during the year, as well as withheld income, social security and Medicare taxes. You must also send copies of these W-2s to the Social Security Administration.

- Provide Form 1099-Misc, Miscellaneous Income, to unincorporated businesses that your business paid \$600 or more. These forms are for people not treated as your employees, such as fees to subcontractors, accountants or other independent contractors that are not a corporation. You must also send copies of these forms to the IRS by February 28 (March 31 if filing electronically). Please note: You do not have to issue a 1099 on payments for the purchase of goods and other property. That requirement was repealed and never took effect.
- File Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return, with the IRS. This form is used to report your **federal** unemployment taxes. Also, this is the deadline to deposit any FUTA tax owed through December 2013. (This is in addition to the state unemployment taxes that you pay to the State of Florida.) If you deposited all your FUTA tax when it was due, the deadline for filing your Form 940 is extended to February 10, 2014.

OSHA Reminds Employers to Post Injury and Illness Summaries (300A)

The Occupational Safety and Health Administration (OSHA) is reminding employers to post OSHA Form 300A, which lists a summary of the total number of job-related injuries and illnesses that occurred during 2013. The form must be posted between February 1 and April 30, 2014.

The summary must include the total number of job-related injuries and illnesses that occurred in 2013 and were logged on OSHA Form 300, Log of Work-Related Injuries and Illnesses. To assist in calculating incidence rates, information about the annual average number of employees and total hours worked during the calendar year is also required. If a company recorded no injuries or illnesses in 2013, the employer must enter "zero" on the total line. The form must be signed and certified by a company executive. Form 300A should be displayed in a common area where

notices to employees are usually posted.

Employers with 10 or fewer employees and employers in certain industries are normally exempt from federal OSHA injury and illness recordkeeping and posting requirements. A complete list of exempt industries in the retail, services, finance, insurance and real estate sectors can be found at <https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>.

The Bureau of Labor Statistics may still select exempted employers to participate in an annual statistical survey. All employers covered by OSHA need to comply with safety and health standards. All accidents that result in one or more fatalities or in the hospitalization of three or more employees must be reported verbally within eight hours to the nearest OSHA office.

Copies of OSHA Forms 300 and 300A are available at <https://www.osha.gov/recordkeeping/RKforms.html> in either Adobe PDF or Microsoft Excel Spreadsheet format. For more information on recordkeeping requirements, visit the [OSHA Injury and Illness Recordkeeping and Reporting Requirements](#) Web page.

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit www.osha.gov.

Workers' Compensation Rates to Increase Slightly in 2014

Effective January 1, 2014, the rates Florida businesses pay for workers' Compensation insurance will increase an average of +0.7% for new and renewal policies effective January 1, 2014. While this is the fourth straight year that workers' compensation rates have increased, rates overall are still -56% lower than they were a decade ago.

The +0.7% increase is an **average** over all the different rate classifications. Individual class codes may

increase more than +0.7%, and some class codes will see a decrease. For example, while the manufacturing class codes will decrease an average of -3.5%, class codes in the construction industry will actually **increase an average of +3.2%**.

The average rate change for 2014 by industry category is as follows:

- Manufacturing: -3.5% decrease
- Contracting: +3.2% increase
- Office and Clerical: 0.0%/no change
- Goods and Services: +0.8% increase
- Miscellaneous: +0.6% increase

The workers' compensation premium for your business is determined by multiplying your total payroll by the specific rate for the classification(s) for your business.

Please note that the specific rate for your particular business may be less than or greater than 0.7%; this figure is just an average change for all job classes in the state of Florida. The rate increase for your individual business may be higher or lower.

Free Trainings – Recordkeeping and WCFSA Safety Now

Happy New Year! 2014 and it is hard to believe that the recordkeeping standard was published 13 years ago. We are still talking about it, people still have questions and there are new record keepers that are just starting to learn the intricacies of the standard. And yes, there is recordkeeping rulemaking in progress. As in years past, the University of South Florida – ERC is hosting OSHA's annual recordkeeping class on January 24. If you would like to attend, please fill out the form on [Page 15](#) in this issue of *Glass Facts* and e-mail it to Cathy Batista da Silva at csilva1@health.usf.edu (that is a number one after her name and not the letter L). Make sure you pre-register since USF needs to fill out the Certificates of Completions before the training. Also, arrive early to obtain your parking permit and space. Only credit cards are accepted at kiosks, otherwise go to the visitors booth at the front of the campus. More parking information is included in the flyer on [Page 16](#) in this issue of the *Glass Facts*.

West Central Florida Safety Alliance (WCFSA) will be

holding their first multipart workshop with emphasis on behavior-based team safety culture. Some great speakers are aligned. Morning refreshments and a BBQ lunch are provided. Space is limited! WCFSA is a group of safety professionals, human resource professionals, insurance professionals, etc. who get together once a month to discuss hot topics, new products, new hazards, etc. that will better prepare you to effectively perform safety and health responsibilities within your work place and community. The monthly meetings, which are attracting more people each month, are a great networking opportunity and so will this Workshop.

Please see Pages **14**, **15** & **16** in this issue of *Glass Facts* for the flyers for registration information for the FREE trainings.

Safe-Workplace Assistance Available for Small Businesses

The USF SafetyFlorida Consultation Program has announced the release of a web-based tool geared towards preventing workplace injuries and illnesses. The SafetyWriter 2.0 has been re-designed to assist Florida's small business employers in creating tailored, industry-specific illness and injury protection plans.

The web-based toll enables employers to easily assemble a workplace safety plan in six steps:

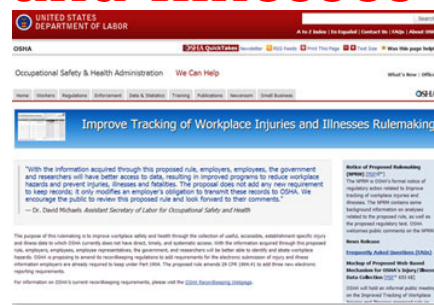
- Choose a safety plan language
- Select industry type (i.e., General Construction, Maritime industry)
- Choose applicable plan
- Select work area
- Add-on to plan by selecting safety guidelines from a checklist
- Preview and/or save safety plan

The plan is downloadable as a Word document so that employers can add details specific to their company and save it to their desktop or upload the tailored plan back into the system where it may be accessed at any time, from any locations. In addition to the plan, checklists, the ability to create multiple plans and the ability to adopt a plan to a specific industry.

Businesses with a qualifying workplace safety program are eligible for a 2% credit on their annual workers' compensation premiums.

USF SafetyFlorida Consultation Program, funded by OSHA and the state of Florida, provides free and confidential services to small businesses. For more information, please visit www.usfsafetyflorida.com or call (866) 273-1105.

OSHA Announces Proposed New Rule to Improve Tracking of Workplace Injuries and Illnesses



On November 7, 2013, the Occupational Safety and Health Administration issued a proposed rule to improve workplace

safety and health through improved tracking of workplace injuries and illnesses. The announcement follows the Bureau of Labor Statistics' release of its annual Occupational Injuries and Illnesses report, which estimates that three million workers were injured on the job in 2012.

"Three million injuries are three million too many," said Assistant Secretary of Labor for Occupational Safety and Health Dr. David Michaels. "With the changes being proposed in this rule, employers, employees, the government and researchers will have better access to data that will encourage earlier abatement of hazards and result in improved programs to reduce workplace hazards and prevent injuries, illnesses and fatalities. The proposal does not add any new requirement to keep records; it only modifies an employer's obligation to transmit these records to OSHA."

The public will have 90 days, through February 6, 2014, to submit written comments on the proposed rule. On January 9, 2014, OSHA held a public meeting on the proposed rule in Washington, D.C.

The proposed rule was developed following a series of stakeholder meetings in 2010 to help OSHA gather information about electronic submission of establishment-specific injury and illness data. OSHA is proposing to amend its current recordkeeping regulations to add requirements for the electronic submission of injury and illness information employers are already required to keep under existing standards, Part 1904. The first proposed new requirement is for establishments with more than 250 employees (and who are already required to keep records) to electronically submit the records on a quarterly basis to OSHA.

OSHA is also proposing that establishments with 20 or more employees, in certain industries with high injury and illness rates, be required to submit electronically only their summary of work-related injuries and illnesses to OSHA once a year. Currently, many such firms report this information to OSHA under OSHA's Data Initiative.

OSHA plans to eventually post the data online, as encouraged by President Obama's **Open Government Initiative**. Timely, establishment-specific injury and illness data will help OSHA target its compliance assistance and enforcement resources more effectively by identifying workplaces where workers are at greater risk, and enable employers to compare their injury rates with others in the same industry. Additional information on the proposed rule can be found at http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=FEDERAL_REGISTER&p_id=24002 and http://www.osha.gov/recordkeeping/proposed_data_form.html.

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit <http://www.osha.gov>.

OSHA Extends Comment Period on Proposed Silica Rule to Provide Additional Time for Public Input

The U.S. Department of Labor's Occupational Safety and Health Administration is extending the public comment period for an additional 47 days on the Notice of Proposed Rulemaking on Occupational Exposure to Crystalline Silica.

In response to requests for an extension, the deadline to submit written comments and testimony is being extended from December 11, 2013 to January 27, 2014 to allow stakeholders additional time to comment on the proposed rule and supporting analyses.

OSHA is also extending the deadline to submit notices of intention to appear at its informal public hearings by an additional 30 days from November 12, 2013 to December 12, 2013. Public hearings are scheduled to begin on March 18, 2014. The duration of the hearings will be determined by the number of parties who request to appear. The hearings are expected to continue for several weeks.

The notice of proposed rulemaking was published in the Federal Register on September 12, 2013. The proposed rule was made available to the public on OSHA's website on August 23, 2013.

"We strongly encourage the public to assist in the process of developing a final rule by submitting written comments and participating in public hearings," said Assistant Secretary of Labor for Occupational Safety and Health Dr. David Michaels. "We especially hope to hear from employers, workers and public health professionals who have experience in successfully protecting workers from silica-related diseases. We are extending the comment period to ensure we hear from all stakeholders who wish to participate."

The extended comment period and public hearings will be followed with a post-hearing comment period. Members of the public who filed a timely written notice of intention to appear will be able to submit post-hearing comments to the docket.

Additional information on the proposed rule, including five fact sheets and procedures for submitting written comments and participating in public hearings, is available at <http://www.osha.gov/silica/>. Members of the public may comment on the proposal by visiting <http://www.regulations.gov>.

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit <http://www.osha.gov>.

OSHA Schedules Welcome to OSHA's Fall Prevention Campaign

FALLS ARE THE LEADING CAUSE OF DEATH IN CONSTRUCTION. In 2010, there were 264 fall fatalities (255 falls to lower level) out of 774 total fatalities in construction. These deaths are preventable.

Falls can be prevented and lives can be saved through three simple steps:

- **Plan**
- **Provide**
- **Train**

This is part of OSHA's nationwide outreach campaign to raise awareness among workers and employers about the hazards of falls from ladders, scaffolds and roofs. The educational resources page gives workers and employers information about falls and how to prevent them. There are also training tools for employers to use and posters to display at their worksites. Many of the new resources target vulnerable workers with limited English proficiency.

OSHA invites you to join in this effort by helping to reach workers and employers in your community with the resources you find in this information. OSHA will continue to add information and tools to their website throughout the year.

OSHA has partnered with the National Institute for Occupational Safety and Health and National Occupational Research Agenda (NORA) – Construction Sector on this nationwide outreach campaign to raise awareness among workers and employers about common fall hazards in construction, and how falls from ladders, scaffolds and roofs can be prevented and lives can be saved. Here's how:

PLAN ahead to get the job done safely

When working from heights, such as ladders, scaffolds, and roofs, employers must plan projects to ensure that the job is done safely. Begin by deciding how the job will be done, what tasks will be involved and what safety equipment may be needed to complete each task.

When estimating the cost of a job, employers should include safety equipment, and plan to have all the necessary equipment and tools available at the construction site. For example, in a roofing job, think about all of the different fall hazards, such as holes or skylights and leading edges, then plan and select fall protection suitable to that work, such as personal fall arrest systems (PFAS).

PROVIDE the right equipment

Workers who are six feet or more above lower levels are at risk for serious injury or death if they should fall. To protect these workers, employers must provide fall protection and the right equipment for the job, including the right kinds of ladders, scaffolds and safety gear.

Different ladders and scaffolds are appropriate for different jobs. Always provide workers with the kind they need to get the job done safely. For roof work, there are many ways to prevent falls. If workers use personal fall arrest systems (PFAS), provide a harness for each worker who needs to tie off to the anchor. Make sure the PFAS fits, and regularly inspect all fall protection equipment to ensure it's still in good condition and safe to use.

TRAIN everyone to use the equipment safely

Falls can be prevented when workers understand proper set-up and safe use of equipment, so they need training on the specific equipment they will use

to complete the job. Employers must **train workers** in hazard recognition and in the care and safe use ladders, scaffolds, fall protection systems and other equipment they'll be using on the job.

OSHA has provided **numerous materials and resources** that employers can use during toolbox talks to train workers on safe practices to avoid falls in construction. Falls from ladders, scaffolds and roofs can be prevented and lives can be saved through three simple steps: Plan, Provide and Train.

Ladder Safety Guidance

- Falling Off Ladders Can Kill: Use Them Safely – Booklet [1.3 MB **PDF*** | **EPUB*** | **MOBI***, 16 pages]
- Safe Use of Extension Ladders – Fact Sheet (English) [554 KB **PDF***, 3 pages]
- Safe Use of Job-made Wooden Ladders – Fact Sheet (English) [656 KB **PDF***, 2 pages]
- Safe Use of Stepladders – Fact Sheet (English) [515 KB **PDF***, 2 pages]
- NIOSH **Ladder safety phone app** – English and Spanish

State Minimum Wage Going Up in 2014

**Notice to Employees
Minimum Wage in Florida**

The 2014 minimum wage in Florida is \$7.93 per hour, effective January 1, 2014, with a minimum wage of at least \$4.91 per hour for tipped employees, in addition to tips.

The minimum wage rate is recalculated yearly on September 30, based on the Consumer Price Index.

An employer may not retaliate against an employee for exercising his or her right to receive the minimum wage. Rights protected by the State Constitution include the right to:

1. File a complaint about an employer's alleged noncompliance with lawful minimum wage requirements.
2. Inform any person about an employer's alleged noncompliance with lawful minimum wage requirements.
3. Inform any person of his or her potential rights under Section 24, Article X of the State Constitution and to assist him or her in asserting such rights.

An employee who has not received the lawful minimum wage after notifying his or her employer and giving the employer 15 days to resolve any claims for unpaid wages may bring a civil action in a court of law against an employer to recover back wages plus damages and attorney's fees.

An employer found liable for intentionally violating minimum wage requirements is subject to a fine of \$1,000 per violation, payable to the state. The Attorney General or other official designated by the Legislature may bring a civil action to enforce the minimum wage.

For details, see Section 24, Article X of the State Constitution and Section 448.110, Florida Statutes.

On January 1, 2014, the Florida minimum wage will increase to \$7.93 an hour, an increase of 14¢ an hour over the current minimum wage of \$7.79. Florida employers must pay their employees at least the hourly state minimum wage for all hours worked.

For tipped employees (like food servers), you are allowed to count their tips towards the required hourly minimum wage. However, you are also required by law to pay tipped employees a direct cash wage. As the state minimum wage goes up, the hourly rate you have to pay your tipped employees also goes up. Starting January 1, the direct cash wage you must pay your tipped employees will increase to \$4.91 an hour.

Because the minimum wage for Florida is going up for 2014, there will be a new Florida minimum wage poster. On January 1, you should replace your current Florida-specific minimum wage poster with the new one for 2014.

Is Your Business in Good Standing with the State?

Every corporation and limited liability company (LLC) in Florida is required to file an annual report with the Florida Department of State. Annual reports are due to the state by May 1 of each year. For 2013, this requirement applies to businesses formed in 2012 or earlier; new businesses that were formed in 2013 do not have to file their first Annual Report until 2014.

If your business is organized as either a corporation or LLC and you did not file your Annual Report this year, your business entity was dissolved by the state in September and your company is no longer in “active status.”

If your business entity is dissolved and the company's officers hold exemptions from workers' compensation insurance, the state can revoke the exemption(s). If your company remains dissolved for over a year, the state will no longer protect your corporate name, and it will become available for other businesses to use.

If your company was dissolved because you did not file the Annual Report for 2013, you can restore your company's active status with the state by filing a Reinstatement Application and paying the appropriate reinstatement fees. The Reinstatement Application is only available online from the Division of Corporations' website at www.sunbiz.org. Click on the box that says “File a Reinstatement Here!” Or, you can click on the box that says “Get Online Reinstatement Filing Instructions” if you want to see the instructions for filling out the form.

The form is very similar to the annual report form. Once it is filed, the reinstatement will be retroactive to the date your company was dissolved, as if the dissolution never happened.

For corporations (except non-profits), the fee to be reinstated is \$750 if the Reinstatement Application is filed on or before December 31. If the reinstatement is submitted on or after January 1, 2014, the fee goes up to \$900.

For LLC's, the amount is \$238.75 if the Reinstatement Application is filed on or before December 31. Starting January 1, the fee goes up to \$377.50.

If you can't remember whether you filed your company's Annual Report for 2013, you can check your company's status by visiting the Division of Corporations' website at www.sunbiz.org. Click on "Search Our Records" on the left-hand side of the screen, then click on "Inquire by Name." Enter the name of your company, and the system will find your information.

Don't Be the Victim of "Annual Minutes" Scams

Two companies, Compliance Services and Corporate Records Service, are targeting Florida businesses with mailed notices requesting that "Annual Minutes" and a fee of \$125 be sent to them for filing. **This is a Scam!** While corporations are required to keep minutes of their corporate meetings, **minutes do not have to be filed with any agency of the State of Florida.** Also, you don't have to pay someone to prepare your corporate minutes.

These companies are trying to confuse businesses that have to file an Annual Report with the state into thinking they also need to file minutes with the state. Please do not confuse these notices with the legitimate requirement that corporations and LLC's must file an Annual Report each year with the Division of Corporations to keep their entity information up-to-date. These forms are due to the state by May 1 of every year.

If you get any mail from Compliance Services or Corporate Records Service, the best thing to do is to throw it in the trash.

Scam Alert for Corporations and LLC's

The state Division of Corporations is alerting business entities registered with the state about a new scam involving certificates of status. A certificate of status is an official document from the Florida Department of State (Division of Corporations) that includes a statement from Florida's Secretary of State that the company listed is in good standing and in "active" status with the Department of State.

A private company is soliciting Florida-registered business entities about purchasing a certificate of status. **Please note:** Once an entity is properly formed, incorporated, organized or registered on the records of the Department of State, it is **NOT** required to purchase or receive a certificate of status to be considered a valid business entity or registration. The Department of State is advising businesses to disregard any notices or solicitations you may receive to the contrary. These notices are **NOT** from the Department of State, the Division of Corporations or any other state or federal agency.

If your business needs a certificate of status (sometimes banks request them), you can obtain one for \$8.75 from the Department of State's website at www.sunbiz.org.

When you need to conduct any business with the Division of Corporations, please make sure you go to their official website at www.sunbiz.org. You will know you are at the correct website if you see the State of Florida flag and the words "Florida Department of State, Division of Corporations" at the top of the page. If you type in ".com" instead of ".org," you will get a private company that offers corporation services for a fee. This is **NOT** the official website of the Division of Corporations.

Poster Update

Your business may have recently received some official-looking mail, advising you of some changes to the federal posting requirements. The envelope may have the words "Compliance Update" on the front, and the notice inside talks about mandatory labor law posters and that if you do not have the latest version,

your business can be fined thousands of dollars. The notice makes you think you must purchase an expensive “compliance package” in order to be protected. In particular, the notice mentions that there have been updates to both the Occupational Safety & Health Administration (OSHA) poster, as well as the Employee Polygraph Protection Act Post.

Don't Be Fooled. If you look closely, you will see that this notice is probably from a private company that is in the business of selling posters to businesses. Every time the government changes the wording on one of the required posters, these companies send out mail that looks like it is from the government, trying to scare small business owners into spending hundreds of dollars on posters.

There have indeed been some very minor changes to the OSHA poster and Employee Polygraph Protection Act poster. However these changes are not mandatory and old versions of the poster are still valid and acceptable. As long as your OSHA poster is dated from 2006 or later and your Polygraph poster is dated from 2003 or later, your posters are current.

Here is a list of the general employment posters and their latest revision dates required by federal government and the state of Florida:

U.S. Posters:

- Federal Minimum Wage/Fair Labor Standards Act. *Current version is July 2009.*
- OSHA. *Current version is June 2012 but 2006 version is acceptable.*
- Uniformed Services Employment and Reemployment Rights Act (USERRA). *Current version is October 2008.*
- Equal Employment Opportunity is the Law. *Current version is November 2009.*
- Employee Polygraph Protection Act. *Current version is January 2012 but June 2003 version is acceptable.*

State of Florida Posters:

- Florida Law Prohibits Discrimination. *There is no version date on this poster, but it has not been changed in over 10 years.*
- Workers Comp Works for You (also known as the “broken arm” poster). *Current version is March 2010.*
- “To Employee” Reemployment Assistance (formerly known as unemployment compensation). *Current version is September 2012, due to the name change from*

unemployment compensation to reemployment assistance. If your version of this panel is dated October 2005, you can download the latest version of this panel by [clicking here](#).

- Florida Minimum Wage. *Current version is January 2013.*

Please note that other posters may be required, depending on your size or type of business. For example, if you employ teenagers under 18, you are required to post a Child Labor Law poster. If you have 50 or more employees, a Family and Medical Leave Act poster is required.

CILB Update

ADVERTISING: Signs to Social Media, License Numbers Required!

Advertising is important to Florida contractors and can make the difference between a great business year and just making ends meet. Florida contractors have many new ways of promoting their businesses with the increased use of internet websites and the advent of social media technologies. As advertising evolves, it is important for Florida contractors to remember that their license number must be included in all offers of service, bids, business proposals, contracts or advertisements, regardless of the medium. Pursuant to **Rule 61G4-12.011, F.A.C.**, advertisements include any electronic media including Internet sites. So please remember to include your license number on your websites, social media pages and other advertisements.

If you have any questions regarding advertising requirements please review the Construction Industry Licensing Board's **FAQs** or you may contact the Department's Customer Contact Center at (850) 487-1395.

Not a Member of SEGA?

Are you receiving the Glass Facts but are not a member of SEGA? Need help with the glass and glazing licensing process? Join SEGA today for as low as \$225 per year.

To take advantage of this pricing today and join the southeast's premier glass and glazing trade association, **[please click here for a SEGA Membership Application](#)** or contact the association office

at (407) 831-7342 and request a membership application.

SEGA is Connected through LinkedIn

SEGA has set up a link on its home page for LinkedIn. What is LinkedIn? It is the world's largest professional network with over 100 million members and growing rapidly. LinkedIn connects you to your trusted contacts and helps you exchange knowledge, ideas, and opportunities with a broader network of professionals.

SEGA is now an open group on LinkedIn. We are available for open discussion group. All future discussions will be fully visible, searchable and shareable on the web. All past discussions are now closed in a members-only archive. Your network is full of industry experts willing to share advice. Have a question? Just ask.

We look forward to our future discussions now joining the broader conversation of the wider web. Join today by going to the SEGA website at www.southeastglass.org and click on the LinkedIn logo.

Division of Workers' Compensation Offers Free Classes

The Florida Department of Financial Services, Division of Workers' Compensation, is offering free classes regarding Florida's workers' compensation laws and workplace safety to business owners, licensed contractors and employers.

Workers' compensation topics covered include:

- Review of Key Statutory Definitions
- Contractor Responsibilities
- Exemptions
- Insurance Coverage Requirements
- Enforcement Provisions

Workplace safety topics presented by OSHA (U.S. Dept. of Labor, Occupational Safety and Health Administration) include:

- Direct and Indirect Costs
- Inspections
- Florida Fatalities

The following is a list of dates and times for future sessions.

January 15, 2014

Miami
9:00 a.m. – 12:00 noon
State of Florida Office Building
401 N.W. 2nd Avenue, North Tower, Suite N-423
Miami, FL 33128

January 15, 2014

2:00 p.m. – 3:00 p.m. EST
Workers' Compensation
WEB Based class

January 16, 2014

2:00 p.m. – 3:00 p.m. EST
Workplace Safety
WEB Based class

January 23, 2014

Fort Myers
9:00 a.m. – 12:00 noon
State of Florida Office Building
2295 Victoria Avenue, Room 165A
Fort Myers, FL 33901

January 28, 2014

Jacksonville
9:00 a.m. – 12:00 noon
City of Jacksonville Building Department
214 North Hogan Street
Jacksonville, FL 32202

February 5, 2014

2:00 p.m. – 3:00 p.m. EST
Workers' Compensation
WEB Based class

February 6, 2014

2:00 p.m. – 3:00 p.m. EST
Workplace Safety
WEB Based class

February 11, 2014

Pensacola
9:00 a.m. – 12:00 noon
Division of Workers' Compensation
610 East Burgess Road
Pensacola, FL 32504

February 18, 2014

Lantana
9:00 a.m. – 12:00 noon
Gold Coast Schools
6216 South Congress Avenue, Classroom A
Lantana, FL 33462

February 25, 2014

Tampa
9:00 a.m. – 12:00 noon
State Office Building
1313 North Tampa Street, Suite 605
Tampa, FL 33603

March 5, 2014

2:00 p.m. – 3:00 p.m. EST
Workers' Compensation
WEB Based class

March 6, 2014

2:00 p.m. – 3:00 p.m. EST
Workplace Safety
WEB Based class

March 18, 2014

Tallahassee
9:00 a.m. – 12:00 noon
Hartman Building
2012 Capital Circle S.E., Room 102
Tallahassee, FL 32399

March 21, 2014

Fort Lauderdale
9:00 a.m. – 12:00 noon
1400 West Commercial Boulevard, Suite 135
Fort Lauderdale, FL 33309

March 27, 2014

Orlando
9:00 a.m. – 12:00 noon
State Office Building
Hurston Complex
400 West Robinson Street, South Tower, Conference
Room N-101
Orlando, FL 32801

The Division of Workers' Compensation is an authorized provider (Provider Number: 0004354) for continuing education purposes through the CILB. Course Number: 0010118 – one hour satisfies the workers' compensation requirement and Course Number: 0010630 – one hour satisfies the workplace safety requirement.

Advanced registration is required. The form is available on the Division's website at www.myfloridacfo.com/WC. For additional information, e-mail bocseminars@MyFloridaCFO.com, or call (813) 221-6518.

**Corporations and LLC's:
Time to File Your 2014
Annual Report**

If your business is a Corporation (INC) or a Limited Liability Company (LLC), the deadline to file your Annual Report with the Division of Corporations is May 1. If you do not file your Annual Report by May 1, you will be charged a \$400 late fee.

Annual reports have to be filed online at www.sunbiz.org.

**Certified Contractor License
Renewal Reminder**

Just a reminder that the Certified Contractor licenses from the Department of Business and Professional Regulation (DBPR) are up for renewal on August 31, 2014. Current law requires licenseholders to obtain 14 hours of continuing education with at least one hour in workplace safety, one hour in workers' compensation, one hour in business practices, one hour in the advance building code module, one hour in laws and rules (Chapter 489) and one hour in wind mitigation (this requirement only affects general, residential, building, roofing and glass and glazing contractors).

Don't forget to notify the DBPR office of any address change. Section 489.124(2) gives sole responsibility to the licensee for notifying DBPR in writing of the licensee's current mailing address and phone number.

Failure to notify the department of a change of address shall constitute a violation of this section. In addition, if your address changes and you do not notify the department, you may not receive important mailings from the department such as your renewal notice.



2014 Safety NOW workshop

If you are a business owner, manager, supervisor or safety administrator, make plans to join us for this FREE Safety NOW workshop designed to create a successful safety culture at your work place!



Dr. Isabel Perry

Use 21st Century technology to improve safety performance. Take your safety program from good to great! Dr. Perry has over 25 years of expansive responsibilities from coaching and counseling to her technical expertise in OSHA safety compliance and management.



Dr. Richard Kazbour

Reaching results with a behavior based safety culture Part I. Richard is an expert in behavioral science with experience in consulting with business organizations. He has conducted research in areas of training, safety improvement and employee performance.



Lisa Kazbour

Reaching results with a behavior based safety culture Part II. Lisa is an award-winning teacher with experience in business, health psychology and behavioral science. She has been involved heavily with behavioral health research at Western Michigan University.



Luke Vaughan

The Real Costs of Accidents. Luke has been the Director of Safety & Risk Control with Lanier Upshaw since 2002. He has been in the safety and risk management profession since 1990 and is an activate co-chair for the West Central Florida Safety Alliance.

Full day of great safety presentations!
Wednesday, January 15th
Check-in and refreshments at 8:30 am!
Located at: Bernie Little Distributors meeting in the Hospitality Room
4105 Maine Avenue, Eaton Park, FL 33840

Registrations requested by January 8th
Morning refreshments and BBQ lunch included!

**Space Limited!
Register Early!**

Best in Class - Special Guests - Paula Wade and Rosa Edwards from Evergreen Packaging

Evergreen Packaging is part of Reynolds Group Holdings Limited, one of the largest global packaging companies. They are a manufacturer and supplier of consumer food and beverage packaging and storage products. Their EHS Professionals are going to share with us their VPP background and successful Team Based Safety Process.



To register please contact Jodie Ciccarello at jciccarello@spisafety.com or 863-665-8224 x 640
Please include name, title, company, phone number and email



Moderated by Ernie Harben, founding member of the WCFSa and Safety & Environmental Manager for Saddle Creek Corporation since 2000.

OSHA Recordkeeping - Joan Spencer, MPH

Date: Friday, January 24, 2014

Time: 9:00 a.m. – 12:00 p.m.

Location: University of South Florida College of Public Health Auditorium 1023-C

Registration

Complete this form and e-mail to:

csilva1@health.usf.edu [csilva and the #1 not letter L] Telephone: (813) 974-5203

Or complete, print, and fax to: (813) 905-9929

FREE REGISTRATION – SPACE IS LIMITED – PLEASE REGISTER EARLY

NAME: _____

TELEPHONE: (____) _____

E-MAIL ADDRESS: _____

1. Present Occupation. (**please check one answer ONLY**):

MD/DO

Nurse

Industrial Hygienist

Safety Professional

Other (please specify) _____

2. Please Identify Your Employer (**please check one answer ONLY**):

Private Industry Specify _____

Federal Government Specify _____

State Government Specify _____

Local Government Specify _____

Foreign Country Specify _____

Academic Specify _____

NGO Specify _____

Other Specify _____

Voluntary Demographic Data Collection

1. Sex: _____ Male _____ Female

2. Are you Hispanic or Latino? _____ Yes _____ No

3. What is your primary ethnic background? **PICK ONLY ONE PLEASE**

a. American Indian or Alaska Native _____

b. Native Hawaiian or Pacific Islander _____

c. Asian _____

d. Black _____

e. White or Caucasian _____

f. I Do Not Wish To Respond _____

Parking permits can be purchased at the **CAMPUS INFORMATION CENTER (CIC)** for \$5. The only method of payment that is accepted is a credit card (Visa, MasterCard, or Discover). This building is located at the MAIN entrance of the USF Tampa Campus, off of Fowler Ave. It is a red brick building that looks like a mini-bank. The CIC will provide you with a map and explain to you how to get to the College of Public Health. Please plan on arriving early in order to give yourself enough time for travel between the CIC and the College of Public Health and for parking.

Below are directions to the CIC:

Main University Entrance - 4202 East Fowler Avenue, Tampa, FL 33620

Hours: 8:00am - 5:00pm

Primary highway routes to Tampa are Interstate 275, Interstate 75 and Interstate 4.

From I-75:

Travel north or south on I-75 to exit #265, Fowler Avenue. Upon exiting travel west on Fowler Avenue approximately three miles to the University's main entrance, Leroy Collins Boulevard. Turn right onto Leroy Collins Boulevard and proceed to the Campus Information Center to purchase a parking permit (please provide photo ID) and receive a campus map.

From I-275:

Travel north or south on I-275 to the Fowler Avenue exit. Upon exiting turn right, traveling east on Fowler Avenue approximately four miles to the University's main entrance, Leroy Collins Boulevard. Turn left onto Leroy Collins Boulevard and proceed to the Campus Information Center to purchase a parking permit (please provide photo ID) and receive a campus map.

From I-4:

Travel west on I-4 to I-75 north. Travel north on I-75 to exit #265, Fowler Avenue. Upon exiting travel west on Fowler Avenue approximately three miles to the University's main entrance, Leroy Collins Boulevard. Turn right onto Leroy Collins Boulevard and proceed to the Campus Information Center to purchase a parking permit (please provide photo ID) and receive a campus map.

The number that appears on the College of Public Health building where the class will be held is 3010. The College of Public Health building is located directly across the street from the Wells Fargo bank on Bruce B. Downs Blvd.

Parking lot 38T is the only parking lot where you are authorized to park without receiving a parking violation.

Mailing Address: 13201 Bruce B Downs Blvd, MDC 56
University of South Florida, College of Public Health
Tampa, FL 33613-4660