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2022

Meeting Dates

March 10th 2023 Regulatory Requirements

Speaker: Chris Belculfine
Napoli Restaurant -
Bridgeville

April 14th Upcoming New Refrigerants Requirements

Speaker: TBA
Place: TBA

May 12th TOOL Time Apprentice Graduation

Speaker: Preston Brickner
HPB, Pro
Place: TBA



SPRING BEGINS: March 20th!

The mission of the Air Conditioning Contractors of Western PA is to assist its members in managing their companies more efficiently, therefore becoming more profitable, together with increasing their exposure and credibility within the community.

How to Keep Your Employees Focused and Motivated in 2022 - Entrepreneur

Ten strategies to complete 2021 successfully and start off the new year right. By: Saurabh Kumar - December 20, 2021

Opinions expressed by Entrepreneur contributors are their own.

After a shocking and challenging 2020, this past year offered some avenues for recovery. Organizations in all major industries switched to automated and digitized platforms to streamline their business processes. But the pandemic also made businesses realize the importance of engaging employees. And looking at emerging technological trends, it's safe to say that companies will need their workers to give 100% in the years to come to continue adapting and thriving.

Here are 10 essential tips for keeping your employees focused and motivated in 2022.

1. Stay in touch with everyone

Even as offices reopen and organizations get back to physical workspaces, a complete return to the way things were remains out of sight. This has given rise to a hybrid model of working and requires managers and leaders to constantly stay in touch with all their employees, irrespective of where they're working from.

Always make sure that you're in regular social contact with your team during and beyond work hours. Especially in the case of remote employees, this makes them feel valued and seen. It also allows you to keep track of their progress across departments.

2. Be flexible with end-of-year objectives

Annual objectives are often highly stressful for employees dealing with a high workload, and particularly if your business is recovering from pandemic-related disruptions. In such cases, it's advisable to adjust the objectives that can wait until the first quarter of 2022. When you lift a little load off your employees' shoulders and give them enough breathing room, they are likely to feel more motivated towards the tasks at hand.

3. Be transparent in communication

Whether you are undertaking changes in management or making an important announcement, always make sure that team leaders are unambiguous in their statements, especially in a hybrid organization. A chaotic work environment is bound to bring down the focus and engagement of your employees.

How to Keep Your Employees Focused and Motivated in 2022 – continued from page 1

4. Provide personalized employee support

Gone are the days when organizations implemented traditional service desks to provide employee support. In 2022, make sure you shift to more advanced and automated tools. Modern service desks are powered by AI and provide employee support within a few seconds.

Suppose you have relevant data fed into your knowledge base. In that case, chatbots and other virtual assistants process the issues raised by your employees, scan the knowledge base and return almost immediately with personalized answers.

Moreover, AI-powered employee service desks update archane manual-ticketing systems to allow your employees to create, track and close support concerns with a few simple clicks.

5. Start making plans for the following year

It's always essential to start planning for the coming year before the current one ends. This helps you provide your employees with a sense of direction and expected objectives. With a full-proof plan in place, you won't enter 2022 confused and clueless.

The pandemic has taught us how things can go awry seemingly overnight. Companies must prepare for the worst and ensure that their functionality is not hampered due to unforeseen circumstances.

6. Encourage the use of collaborative platforms

Platforms like Zoom, Microsoft Teams and Slack have helped employees worldwide communicate and collaborate with their peers and managers. Even if the urgency of the pandemic subsides, it's still advisable to encourage installation of collaborative platforms heading into 2022. You can further leverage their performance by integrating a modern service desk with the same tools, enabling your employees to seek personalized answers to their questions without leaving their preferred platform.

7. Be honest about assigning projects

Managers often make the mistake of sugarcoating unpleasant projects before assigning them, but this strategy can easily backfire, leading to employees losing focus and motivation altogether.

As you enter 2022, make sure that you're direct and honest about the tasks assigned to your employees. If you assign them projects that might be complicated or unpleasant, always be transparent beforehand. This way, they can be prepared them for what's coming their way and equip themselves accordingly.

Continued on page 6

ACCWPA Corner



*Integrity is the
essence of
everything
successful.*

**PEACE, LOVE
and JOY
thru out 2022!**

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

Inspiration

*Work
HARD
Dream
BIG
Never
GIVE UP*

ACCWPA Meetings are Back!!!

Join Us: Thursday, March 10, 2022 2023 Regulatory Requirements

We are getting ready for the new 2023 regulatory efficiency requirements, and we want you to be ready too! On January 1, 2023, the Department of Energy's (DOE) new minimum efficiency standards for split system air conditioners (ACs) and split system heat pumps (HPs) will go into effect. These new regulations are part of the DOE's ongoing initiative to reduce overall energy consumption in the United States. These changes will present new complexities, but we are prepared, and we are here to support you through this transition.

The minimum efficiency increases for 2023 will once again vary not only by product type but by geographic region as well. In addition, HVAC manufacturers will be required to comply with a new testing procedure for developing efficiency ratings.

Guest Speaker: Chris Belculfine

Standard Air and Light



1273 Washington Pike
Bridgeville, PA 15017
412-221-2484



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 Buffet and Social Hour resumes (cash bar)

Dinner Buffet - \$45.00

RSVP: 724-687-7860 (phone, email, or fax) – NO cancellations after March 7th, noon!

*** Important – RSVP is a must! ***

Email: pforke@accwpa.org or fax (724) 687-7860

Company _____

Name _____

Email address _____ Cell # _____

Dinner Buffet - \$45.00

NO Cancellations after March 7th NOON. No shows will be billed.

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

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- Voice for the local contractors
- Golf Outing
- Education opportunities for your technicians
office staff
- Advocacy agenda promote contractor interest
- Labor and HR legal advice before utilities
- Helping members to stay ahead of the curve
- 8 Monthly informative meetings



How to Keep Your Employees Focused and Motivated in 2022

Continued from page 2

8. Provide regular feedback

These days, most workers welcome constructive criticism and honest feedback that inspires introspection and effective changes to their approach. This will also help you keep track of your employees' progress over time and help them improve their skills for better productivity.

9. Focus on creativity

Whether you're in advertising industry or run an IT company, always encourage your employees to be creative in their approach. It's imperative to break away from the traditional modes of operating, and more creativity helps your organization stand out from pack.

10. Counsel your employees

Catering to the mental well-being of your employees is as vital as ensuring that they are physically sound. It's always advisable to provide your team with regular counselling, allowing them to share the issues they face in their professional and personal lives.

**Articled from: Florida Air Conditioning Contractors
Professional Alliance**

Upcoming Meetings!

2022 General Meetings Schedule!

March 10th 2023 Regulatory Requirements

Speaker: Chris Belculfine
Napoli Restaurant -
Bridgeville

April 14th Upcoming New Refrigerants Requirements

Speaker: TBA
Place: TBA

May 12th Tool Time Apprentice Graduation

Speaker: Preston Brickner
Place: TBA



**Work Hard in
Silence,
Let Success
make the
Noise!**

March 13!





Not a Contractor or Associate member?

We'd love to serve you, too.

For additional information visit

www.accwpa.org

or call 724-687-7860

Email: pforker@accwpa.org

Additional reasons for membership are:

- Company membership applies to all employees of your firm.
- **NEW!! Contractors Free Associate Membership in Service RoundTable!!**
- Networking!!!
- Monthly meetings with informative presentations that benefit both the Contractor and Supplier.
- Relevant technical training and educational classes.
- 4-year Apprenticeship School with curriculum that is focused only on the HVAC industry!
- Monthly newsletters and email communications filled with industry information and updates.
- Insurance for member's company discount.
- Social Outings that everyone can participate
- And much more to come!

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2022

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"Be There Fund"

(Must be an ACCWPA member to Win!)

Next General Meeting - \$240.00

Question

We have a new hire who has been with the company for about a month. Unfortunately, the employee is not working out very well. They are often late to work, and their work product is sloppy and frequently incomplete. I understand that as an at-will employee, we have the right to part ways if the employee is not performing up to our standards, but we are concerned about the risk of some sort of claim. Would we be within our rights to go ahead and terminate this employee?

Answer: As a general matter, an employer may terminate an at-will employee for any legitimate, nondiscriminatory, and non-retaliatory reason, and where supported by company policy and past practice, as applicable. This assumes there is no contractual obligation to the contrary, for example, by way of a collective bargaining agreement or employment agreement. The defensibility of any termination typically turns on the employer's evidence to show what the underlying basis was for the decision. The more objectively clear the evidence that the reason was legitimate, the more defensible the decision tends to be. On the contrary, the less clear (or more subjective) the evidence is, the higher the risk. Ideally, the reason for termination should not be related in whole or in part to any protected characteristics (e.g. race, color, sex, gender, disability, etc.) as this may be unlawfully discriminatory, nor should the reason be related to any protected activity the employee may have engaged in, as this may be unlawfully retaliatory.

As such, if an employee is an at-will employee and something happens that warrants termination consistent with company policy and practice, as may be the case for the subject employee who has been tardy and with poor work product, the employer is generally within its discretion to proceed accordingly.

Admittedly, depending on the facts, it is a best practice for the employer to have documented any prior corrective or disciplinary actions, and ideally one that placed the employee on notice that employment may be terminated if improvement (or enough improvement) is not forthcoming concerning whatever may be going on. Here, it is unclear whether any of the tardiness or subpar work product has been addressed with the employee. That said, a lack of such documentation is not necessarily fatal to the employer's action, nor does it preclude the employer from moving forward with any legitimate business decision such as discharge. However, a lack of documentation may increase exposure to potential liability for a claim, and this is an even greater likelihood if the employer's past practices support the issuance of a final warning to other employees with similar work-related issues before a termination decision. The employer would do well to consider the following: How has the employer handled other similarly situated employees who have not met the employer's expectations? If they were previously issued a final written warning, for example, and given an opportunity to improve, then the employer may do so here to be consistent, as a best practice. If, however, there is no precedent, or company policy supports discharge without prior written final warning, or if the employee's legitimate work challenges warrant immediate discharge regardless, then the employer would generally be within its rights to proceed.

Of course, even where perfectly lawful, termination of employment can expose the employer to potential claims, depending on the facts of the situation. Such claims are potentially defensible if the employer's discharge decision is legitimate, non-discriminatory, non-retaliatory, and otherwise consistent with company policy and past practices, as noted above.

Ultimately it is up to the employer to determine whether, under company policy and practice, the subject employee should be discharged versus issued a disciplinary action that stops short of dismissal (perhaps a final warning). Regardless, when conveying any disciplinary action, including a discharge decision to an employee, it is best to be candid with the employee. If the employer provides a vague or false explanation, and the employee challenges the decision, the employer's credibility may be seriously impaired if it is unable to prove that the explanation it provided was actually the case. In this regard, for example, we do not recommend telling an employee that they are being let go because things are not working out, or words to that effect. While that is often the case, it is vague. In other words, if the employee is not meeting the employer's expectations if this is the case, and if this led the employer to decide to discipline or, perhaps, discharge them, then in this situation there is no reason not to tell the employee honestly the employer's justification. If the employee mentions that the termination is wrongful in some manner, of course, that would be the appropriate time to correct any erroneous accusations and reiterate the legitimate, non-discriminatory reasons for the employer's action to end the employment relationship.

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Membership Advantages:

Networking with other contractors. This source of information is invaluable in handling problems within your own company. ACCWPA members help fellow members to be successful!



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 pforke@accwpa.org

ACCWPA is proud to be a Service Roundtable Affiliate Associate.



ACCWPA Upcoming Events

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Napoli Restaurant – Bridgeville

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HPB, Pro
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