

after paying tens of thousands of dollars on investigation reports, because they (or the investigation firm) did not invest the time and money necessary to fully understand the litigation risks when interviewing Spanish-speaking Latino complainants.

When it comes to interpreting one language into another in the context of drafting a workplace investigation report, the employer should hire an investigator who understands the importance of investing in a proper translation of the facts reported by a Latinx worker who prefers being interviewed in Spanish.

We catch the tone, inflections, and emotions of the complainant to ensure the message is understood correctly. The real importance of hiring an experienced bi-lingual investigator to work on an investigation involving a Latino worker is most obvious when things go wrong.

Be careful with investigation firms who do not fold accurate costs for these types of investigations, because it could prove extremely costly for the employer in the long run. Workers who are treated with respect and earn the trust of a bilingual workplace investigator will supply more crucial information, resulting in a more accurate investigation report. Employers and workplace investigation firms who cut corners when it comes to translation services do so at great peril.

When does an employer involved in potential litigation hire a bilingual investigator? Well, we think the answer is obvious – every time Latinx workers are either of the concerned parties.

Estamos aquí para ayudarlos con investigaciones y capacitaciones! (We are here to help with your workplace investigations and trainings) Visit our website www.vcworkplacesolutions.com or by emailing karen@vcworkplacesolutions.com; 415-989-8000. Karen Carrera, Esq. is a member of the Association of Workplace Investigators (AWI).



Karen Carrera, Esq. is now a member of the Diversity, Equity, and Inclusion Task Force,

Town of Tiburon, appointed by the Tiburon Town Council, June 2021.

Karen Carrera was interviewed by the We Are One Marin Podcast!

On March 28, 2022, Karen was interviewed by the We Are One Marin Podcast regarding her work as a Latina Spanish speaking employment law attorney, workplace investigator, trainer, and DEI consultant in Marin County. The We Are One Marin Podcast received a grant from the Marin Community Foundation to highlight the work of diverse business owners in Marin.



Inspired by the belief that together we are

stronger and bolder, there is a new collective voice for business diversity, equity, and inclusion in Marin.

Compelled to action by the killing of George Floyd and the conversations around the world to address hate and racism in all forms, a group of about 20 local business leaders took action. The Marin County Diversity, Equity and Inclusion Task Force, an initiative of the Marin Council of Chambers, formed in June. Committed to speaking up and striving for change, the group has asked tough questions, held difficult conversations, and challenged assumptions, while encouraging and sparking each member to work harder to face the challenges of a county that sadly leads the state in racial inequity.

All of the episodes can be accessed at weareonemarin.com (<http://weareonemarin.com>) or however you obtain podcasts -- Spotify, Apple Podcast, Amazon Music and others.

Back to work - in an office - with other people!!!!



The prospect of going back to work at the office is both exciting and terrifying to a lot of people. But it is happening, and California employers must be ready. Employers should polish off the old employee manuals because people are coming back to work. Employer best practices include:

- Update your handbook annually, especially the benefits/leave of absences sections because the laws change often.
- Have an employment attorney review your employee handbook to make sure it includes all the correct policies.
- If you update your employee manual, send the updates to employees promptly, and have them sign that they received the update.
- Conduct periodic audits of your paystubs and payroll practices.
- Document conversations with employees, including requests for accommodation, work restrictions, performance, concerns, grievances, etc.
- Investigate all harassment/discrimination complaints thoroughly, timely, and in a neutral, unbiased manner.
- Train managers, supervisors, and employees on the prevention of workplace harassment and discrimination, within six months of hire, and every two years thereafter.
- Consider providing exiting employees a separation agreement in exchange for a release.

Karen Carrera holds a certificate from AWI-CH to conduct workplace investigations.

Karen Carrera serves on the DEI Task Force for the Town of Tiburon, California.

**VC Workplace Solution's
6 Simple Ways to Get**

Organized

1. Find a spot for flowers. Flowers have a way of making everything better.
2. Create and follow a routine. Be organized. For example, check your email every day, first thing. Or review yesterday's tasks for completion.
3. Use a calendar. Check the weekly calendar on Monday morning, so you will know what to expect for the week.
4. Create a to-do list for the day. What tasks are you going to perform and complete?
5. Respond to emails. Yes, it is important to address issues raised through email.
6. Make your workspace your workspace. It is your castle away from your castle.



Hablamos Español

Villegas/Carrera Workplace Solutions provides bilingual workplace investigation services. We facilitate comprehensive workplace investigations in Spanish with Spanish language workers. As lawyers with decades of experience working with Spanish language workers, we understand the specific language nuances embedded in how Spanish language workers communicate, which results in more precise and accurate investigation reports and trainings.



~Karen's Delicious Latin Kitchen~

Seco de Cordero

I recently made Peruvian Seco de Cordero (Peruvian Lamb Stew), for my neighbors Mei-Ling Portugues and Nita Poonian and their husbands. Seco de Cordero is a delicious Peruvian dish. My grandmother and mother made it at home and served it with rice and Peruvian beans. I served it with white rice and a salad. Everyone loved it!

Ingredients:

- 2 lb. boneless leg of lamb cut into cubes
- salt, pepper, cumin, oregano to taste
- 1 cup canola oil
- 12 cloves of garlic
- 1 red onion
- 1 teaspoon aji amarillo (you can buy this premade at most Latin markets)
- 1 bunch of cilantro

- 1 cup beef stock
- 2 yellow potatoes or 3 cups mini potatoes
- 4 carrots
- 1/4 cup green peas



Instructions

1. In addition to the ingredients above, you'll need a large pot to cook the lamb and a blender to make the cilantro purée.
2. Mince the garlic and dice the onion, potatoes, and carrots. Remove the cilantro leaves from the bunch and purée in 1/2 cup of water. Cut the lamb into bite size pieces.
3. Season the lamb with salt and pepper and brown in a pot with 1/2 cup canola oil over medium to high heat. Work in batches if necessary. Remove the lamb from the pot when done.
4. In the same pot, add 1/4 cup canola oil and sauté the onions, garlic, and aji amarillo sofrito over medium heat. Season with cumin and oregano to taste.
5. Add 1/2 of the cilantro purée to the sofrito to deglaze the pot.
6. Return the lamb to the pot, add 1 cup of the beef stock, and reduce heat to a simmer for 45 minutes.
7. Add the remainder of the cilantro purée, 1/2 cup of stock, potatoes, carrots and continue to simmer for another 50 minutes.
8. Add the green peas and turn off heat, mix well.
9. Serve warm with a side of steamed rice and Peruvian beans.

Villegas Carrera Workplace Solutions specializes in Spanish language and bi-lingual trainings and investigations with Spanish-speaking employees. Topics of trainings include diversity and inclusion, and the prevention of harassment, discrimination, retaliation, and abusive conduct (bullying).

Contact us at www.vcworkplacesolutions.com or by emailing karen@vcworkplacesolutions.com. Karen Carrera, Esq. is a member of the Association of Workplace Investigators (AWI).

DISCLAIMER: The information you obtain in this newsletter is not, nor is it intended to be, a substitute for personal legal advice. You should consult with an attorney regarding personal legal advice specific to your own situation. Further, reading, interacting with, or reposting this email or website in any way does not form an attorney-client relationship with Karen Carrera, Esq., or VC Workplace Solutions.

Villegas Carrera Workplace Solutions | 330 Geary Blvd, 2nd Fl. West , San Francisco, , CA 94118

