



Northeast S.D. Society for Human Resource Management

Dec. 2014

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Join Us for our Annual Holiday Social!

2014 Holiday Social

Tuesday December 16th, 2014

Unlike any SHRM holiday Social before,
this year's Holiday Social will
bring out your **HOLIDAY SPIRIT**
with a **DIY (Do-It-Yourself) Soulful Creation**
hosted by Soulful Creations in Watertown.

**We will also be announcing our HR
Professional of the Year!**

Come enjoy an evening of
painting. Light hors d'oeuvres
and one drink ticket will be
given to each attendee while
you Sip & Create!



LOCATION/TIME

2ND Street Station
15 2nd Street SW – Watertown, SD
5:00pm

RSVP using the Chapter website: nesd.shrm.org under the "meetings/event" tab.

PROGRAM COST

NESD SHRM Plus Members: **FREE**
NESD SHRM Basic Members: **\$10.00**
NON-NESD SHRM Members: **\$20.00**



HAPPY HOLIDAYS!



From the President-Elect

~ by Matt Sawyer

Happy Holidays! I hope everyone had a safe and wonderful Thanksgiving. As we go into the busy holiday season I ask that you find the time to join us for the NESD SHRM Holiday Social Dec 16th at 2nd Street Station. The social will begin at 5:00. In addition to being a wonderful opportunity to network with your peers, we will also be recognizing the successes of the past year and looking towards the next.

I am humbled and excited to serve as your president for the 2015 year. The year is shaping up to be an exciting one for SHRM and the HR profession as a whole. As your president I assure you that the board and I will keep the chapter constituency updated on all the issues and activities at the state and national level.

As I grow in this role I know that I will not have all the answers and will need your help! I invite all members to contact me at any time with any questions, comments, concerns or ideas.

Thank you for all the work that you do. I hope to see everyone on the 16th.

Matt Sawyer

General Manager

Minervas Restaurant/Watertown Event Center



2015 Membership Dues ~ by Sheila Mennenga

To encourage NESD SHRM chapter members to take advantage of all the benefits associated with a national membership, we are pleased to announce a new local chapter membership fee structure:

- NATIONAL MEMBERS*: \$60.00 - Local Membership Plus (includes monthly programs)
- NATIONAL MEMBERS*: \$10.00 - Local Membership (monthly programs extra)
- LOCAL MEMBERS ONLY: \$125.00 - Local Membership Plus (includes monthly programs)
- LOCAL MEMBERS ONLY: \$75.00 - Local Membership (monthly programs extra)
- LOCAL MEMBERS ONLY: \$25.00 - Student/Retiree Membership (monthly programs extra)

To renew your NESD SHRM chapter membership:

- 1) Go to <http://nesd.shrm.org>,
- 2) Click on "Member Info"
- 3) Click on "Membership Renewal Form 2015"
- 4) Complete the form (be sure to select the Membership Type* at the top of the form) and click Submit
- 5) **PLEASE NOTE:** You will receive an e-mail confirmation, which is your invoice. Please print this confirmation and submit, along with your payment, to the mailing address listed on the e-mail confirmation.

Some of the benefits of being a NESD SHRM Chapter member include:

As a member of the NESD SHRM Chapter, you can attend Monthly Programs featuring top notch speakers discussing the most up-to-date topics and issues that are affecting your workplace today.

- Easy to read monthly newsletters keeping you current on local happenings.
- Opportunities to surround yourself with talented and inspiring people at networking and social events.
- *Advance the Profession* in the Watertown area by becoming more acknowledged in the workplace community for the importance of HR.
- Additional opportunities through local and state SHRM seminars and conferences.

***PLEASE NOTE: Local NESD SHRM Chapter members who are also members of National SHRM receive a local membership discount. In order to receive the National Membership discount, National Membership must be maintained throughout the calendar year. National Members status will be audited on a regular basis.**

**First Time Discount
To Join SHRM National!**

If you are looking for a way to increase your professional knowledge in HR, one great way is through national membership! National members have access to the following benefits and more:

- 24/7 SHRM Info. Center
- HR Magazine
- HR News
- TeleSHRM
- HR Legal Report
- MembershipNet
- Annual Conference
- Government Representation
- Prodigy
- Job Bank USA, Credit Card Services, Group Life, Rental Car & Subscription Discounts

First time SHRM members who join online at www.shrm.org will now receive a discount. The 0118 discount code automatically populates the form on the drop down menu. For chapters or states using a paper process, the SHRM membership application in the Volunteer Leaders Resource Center already includes the 0118 promotion code, and we encourage you to use this version going forward. Please paste the link below to access the SHRM Membership Application for Local Chapter Members.

http://www.shrm.org/Communities/VolunteerResources/Documents/2014_SHRM_application_for_chapters.pdf

SHRM Membership Note:
Be sure to indicate that you are a member of the NESD SHRM chapter when you renew your SHRM membership so our chapter receives credit!

SHRM FOUNDATION NEWS:



SHRM Foundation News:

**SHRM Foundation News:
Thought Leaders Retreat**

Each fall, the SHRM Foundation Thought Leaders Retreat brings together a select group of leading-edge thinkers and practitioners in the HR field. It started in 1999 as a way for SHRM Foundation board members to interact with outside experts and to generate new research ideas. From that beginning, the event grew each year to include members of the other SHRM boards and special guests.

Today, the invitation-only Thought Leaders Retreat targets a senior executive audience and focuses on strategic issues such as Rebuilding the Talent Value Proposition for What's Next, Positioning Your Organization for Recovery and Workforce: Attracting and Retaining Top Talent. Participants explore issues shaping the future of the profession and their implications for research and practice.

Content summaries of past events are available on the SHRM Foundation website (www.shrm.org/foundation) under "SHRM Foundation Products" then "Thought Leaders Retreat".

www.shrm.org/foundation/educationgrants.asp

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NEESD SHRM MISSION STATEMENT

NEESD SHRM Chapter's purpose is to advance the Human Resource profession by providing educational opportunities, legislative updates, informational programs, and a network to facilitate ideas, as well as promoting and encouraging membership and professional development through Participation in the National SHRM organization.

OSHA Expands Recording and Reporting Requirements

~ Employment Law Letter



The Occupational Safety and Health Administration (OSHA) recently issued a final rule that makes significant changes to its Occupational Injury and Illness Recording and Reporting regulation, effective January 1, 2015. Although the revisions bring increased financial and administrative costs, the new requirements may also provide an opportunity for employers to be more aware of, and therefore more able to prevent, workplace hazards.

Record-keeping requirements

OSHA has a long reach, covering nearly all U.S. employers. Either directly or through states with parallel agencies to which it defers rulemaking or enforcement authority, OSHA requires the great majority of employers to prepare and maintain records of certain work-related injuries and illnesses. Those records include the OSHA 300 “Log of Work-Related Injuries and Illnesses” and the OSHA Form 301 “Injuries and Illnesses Incident Report.” Both forms, and their equivalents, must be completed promptly when a recordable work-related injury or illness occurs. Employers must also complete and post annually at each of their establishments an OSHA Form 300A “Summary of Work-Related Injuries and Illnesses,” or its equivalent, regardless of whether work-related injuries or illnesses occurred during the year.

The agency’s amendments to its accident recording and reporting rules will be effective January 1.

Employers subject to OSHA reporting rules

An employer need only have one employee to be subject to OSHA jurisdiction. However, two classes of employers are partially exempt from the requirement to keep routine records of employee injuries and illnesses and therefore don’t need to keep such records unless they are asked to in writing by OSHA, the U.S. Bureau of Labor Statistics (BLS), or a state agency operating under the authority of either federal agency.

First, employers with a total of 10 or fewer employees at all times during the preceding calendar year are partially exempt, regardless of industry. These employers were partially exempt under the former rule and remain so under the revised rule.

Second, employers in certain industries with relatively low rates of occupational injuries and illnesses are partially exempt. OSHA has updated this list of industries based on more recent workplace hazard data. When the new list goes into effect on January 1, employers in 25 additional industries will be required to keep records. Those employers include automotive dealers; specialty food stores; beer, wine, and liquor stores; performing arts companies; museums, historical sites, and similar institutions; consumer goods rental establishments; and building materials and supplies dealers. Check the OSHA website to ensure that you’re aware of your status under the new record-keeping requirement.

In addition, the list now uses the North American Industry Classification System (NAICS) instead of the Standard Industrial Classification (SIC) system, so you will need to know your industry’s NAICS code. If you don’t know or are unsure about your code, you can look it up on the U.S. Census Bureau’s NAICS webpage, use the conversion tables on the bureau’s Concordances page and your SIC code, or contact your nearest OSHA office or state agency. If your industry is a new addition to the list, the OSHA website offers an online tutorial on how to complete the record-keeping forms.

Revised reporting requirements

Under the current rule, employers only need to report fatalities and work-related hospitalizations of three or more employees to OSHA. As of January 1, 2015, employers must report:

1. All work-related fatalities;
2. All work-related inpatient hospitalizations (“formal admission to the in-patient service of a hospital or clinic for care or treatment”) of one or more employees;
3. All work-related amputations (“traumatic loss of a limb or other external body part”); and
4. All work-related losses of an eye.

The new reporting requirement applies to all employers under OSHA jurisdiction regardless of whether they are required to maintain OSHA injury and illness records. Employers must report work-related fatalities within eight hours of finding out about them, while inpatient hospitalization, amputation, or eye loss must be reported within 24 hours. Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. The other incidents must be reported only if they occur within 24 hours of the work-related incident. Inpatient hospitalization due to a heart attack must be reported if the heart attack resulted from a work-related incident. Failure to comply will subject an employer to substantial penalties.

When reporting an incident, you must give OSHA the following information:

- The establishment’s name;
- The location of the work-related incident;
- The time of the work-related incident;
- Whether it was a fatality, an inpatient hospitalization, an amputation, or the loss of an eye;
- The number of employees who suffered an injury and their names;
- A contact person and his phone number; and
- A brief description of the work-related incident.

The reporting requirements do not apply to injuries that result from motor vehicle accidents on public roadways, unless they occurred in a construction work zone, or injuries that occur on a commercial or public transportation system. Finally, inpatient hospitalizations that are for diagnostic testing or observation only need not be reported.

To report an incident, you should call the nearest OSHA office during normal business hours or call the 24-hour OSHA hotline (800-321-OSHA). The agency is in the process implementing an electronic reporting system, which will be available on its website.

Bottom line

As of January 1, employers must comply with OSHA’s new record-keeping and reporting requirements. Although the changes will mean increased reporting obligations for all employers and new record-keeping obligations for many, it’s expected that the information gained through compliance will aid employers in identifying and reducing workplace hazards through more effective and efficient workplace safety initiatives.

Thirty-four states have some type of state-level program for worker safety and health. Companies with operations in those states should be aware of those requirements to the extent that they may impose additional requirements. Information on the state programs is available at www.osha.gov/dsg/topics/safetyhealth/states.html.

It's an established fact that a majority of Americans do not use all of their allotted vacation time each year, but could unlimited time-off policies actually discourage employees from taking vacation?

Richard Branson, the iconoclastic founder of Virgin Group, has made the news yet again with the announcement that his company has joined the small number of organizations offering their employees unlimited, no-strings-attached time-off policies. In a blog on Virgin's website, Branson writes about how he got the idea from his daughter Holly, who read about a similar policy at Netflix. "It's always interesting to note how often the adjectives 'smart' and 'simple' describe the cleverest of innovations—well, this is surely one of the simplest and smartest initiatives I have heard of in a long time," he writes. At Virgin Group, the London-based multinational company (whose subsidiaries include airline, hotel and health-and-wellness businesses) will extend the arrangement to its corporate employees in the U.K. and the United States first and, assuming all goes well, encourage its subsidiaries to adopt the arrangement as well, said Branson. His enthusiasm for unlimited time-off is not universally shared, of course. Critics say that replacing a set amount of paid leave with an "unlimited" policy could lead many employees to forgo vacation altogether because the potential ambiguity of the arrangement—Branson himself writes that employees shouldn't go on leave until "all their work is done"—is simply too unsettling, especially in highly competitive work environments.

Considering the large number of Americans who already leave unused vacation time on the table each year, they say, these are no small concerns. Only a miniscule number of U.S. companies—about 1 percent, including Netflix Inc. and Groupon—offer unlimited leave, according to the latest paid-time-off survey by Scottsdale, Ariz.-based WorldatWorks' latest paid-time-off survey. That number has barely budged since 2010, says Lenny Sanicola, WorldatWork's senior practice leader. According to the survey, 56 percent of respondents offer a traditional leave system, 41 percent offer a paid-time-off bank system and 2 percent indicated "other." While there's no proof that unlimited time-off policies actually discourage employees from taking vacation, it's an established fact that a majority of Americans—75 percent, according to some studies—do not use all of their allotted vacation time each year, says Mary Tavarozzi, who oversees the absence and disability management practice at Towers Watson in Chicago.

"Unlimited leave is being offered primarily to executives and managers, who already have a great deal of flexibility," she says. "Hourly workers would probably take more time if they were offered unlimited vacation time, but they—in general—are not the ones being offered this benefit." Many companies have implemented unlimited time-off—or "tracking-free" time-off, as it's also called—for financial reasons, says Tavarozzi.

"Managers and execs who don't take all their time off end up accruing leave, and that becomes a financial liability weighing on their companies' books because these are highly paid employees," she says. Granting them unlimited leave can be a way to avoid this liability, says Tavarozzi. Proponents of unlimited leave say it enhances trust in the workplace. After the birth of his first child, Mike Samson took two months off from working as a freelance director in the film industry and has fond memories of that special time to this day. It led him to adopt an unlimited time-off policy at the company he co-founded; Chicago-based business-services firm crowdSPRING. "People take responsibility for themselves, they take responsibility for each other," says Samson. "Trust leads to trust. The company's small size (15 employees) and its business-to-business revenue model have helped ensure there've been 'no hiccups' in the policy, he says.

"If we were a business-to-consumer company, or if we grow significantly larger, we'd probably have to make some modifications," says Samson. Despite the policy, long vacations are a rare event at crowdSPRING, he says. "People will schedule a two-week vacation, and then schedule a long weekend here or a three-day break there, but they tend to take their time off in smaller bites than in big gobbles," says Samson. An unlimited-leave policy probably won't make life easier for managers, says Kathy Cannon, cofounder of Workforce Software in Livonia, Mich. "I would have to give strong consideration to what this really means for the organizations, because the amount of time off an employee is able to take is really only one part of the picture," she says. If leave balances are no longer an issue, managers will be more likely to face tough decisions such as determining, for example, which of two employees will be allowed to take vacation when both want off at the same time, says Cannon. Although she doubts that unlimited time-off will catch on at a majority of U.S. companies, Tavarozzi says flexible leave policies of one stripe or another will become more common, simply because that's what employees want. "The U.S. worker isn't necessarily saying they want more time off, but they do want more flexibility," she says. "So, for example, a worker could take a three-week vacation one year because they want to, say, visit relatives in South America, but would not have the expectation that they'd have the same three weeks off the following year." As for employees, the sentiment around PTO banks seems to be fairly positive, says Sanicola.

"From their perspective, they're given this bucket of days that they can manage as they see fit, which means that if they remain healthy, maybe they can take that extended vacation that, prior to the PTO bank, they might not have been able to take," he says.
