



Northeast S.D. Society for Human Resource Management

May 2014

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May Program



Developing as a Human Resource Leader



Speaker:
Sarah Perry, SPHR
Vice President, Falcon Plastics

Tuesday, May 13, 2014
11:30 AM– 1:00 PM
2nd Street Station, Watertown, SD



COST:
FREE to NESD SHRM Plus Members
\$10 to NESD SHRM Basic Members
\$20 to Non-NESD SHRM Members

Please RSVP by: May 9, 2014 at <http://nesd.shrm.org>
Under the "Meetings/Events" tab

Today's competitive marketplace requires human resource professionals to have an expanded role in the organization due to increasing importance of social and relationship capital. Your challenge today is to gain and use influence to become a better strategic partner, to determine where the organization is headed, and to get out in front and use the human resources function to help lead the way.

Presentation Outcomes

- Explore how you can strengthen your role in defining the strategic direction of your team, department, or facility.
 - Stimulate new thinking in how you might break through barriers that can negatively impact the value you can bring to your organization.
 - Identify ways that you can improve your credibility within your organization.
- Gain additional self-awareness and confidence needed to execute HR Leadership

About the Speaker:

Sarah Perry, SPHR
Vice President, Falcon Plastics

Over the past 18 years I have had the opportunity to serve Falcon Plastics in many different roles including HR Assistant, HR Coordinator, HR Director, Director of Corporate Services, Plant Manager and Vice President. I'll share some of the experiences that have contributed to my development as a strategic leader in our organization. We will discuss some of the behaviors to avoid and how you can be prepared to meet the next challenge your organization will face.

*This program is
PENDING APPROVAL
by the
HR Certification Institute*



From our President



Greetings members.

I'm sure we are all in the same boat wondering when spring will be here. I think this is the coldest April I've been through.

Our chapter has great news! We have just been notified that we were awarded the "Gold" EXCEL Award for 2013! This award recognizes outstanding achievements in our chapter operations and a commitment to providing meaningful programs and services to you members. It is also a recognition of continued growth and development as a business leader, capable of developing strategies that lead to business success! Thank you to our 2013 Chapter President Julie Plunkett and to all members that made this possible!

We had the kick-off of our Health Care Reform Series on the 24th. A thank you to all who donated to our fundraiser for the Watertown Resource Center. Looking forward to our next Health Care Reform Program on June 19.

I'm excited about our May 13 program – "Developing as a Human Resource Leader". This will be the last of our Monthly programs (other than our Health Care Reform Series) until September. Hope to see you all there!

Take Care!
Leigh Kuecker, PHR
NESD SHRM Chapter President

Join us for our Healthcare Reform Series!



NESD SHRM HEALTHCARE REFORM SERIES

Whether you represent a large or small manufacturer, a small service organization or would like to keep current on the broad range of HealthCare Reform changes, in each of these sessions, you will find the tools and information needed in order to be compliant and abreast of changes.

Session One: 04/24/2014

Session Two: 06/19/2014

Session Three: 8/21/2014

Session Four: 10/23/2014

Each session will be held from 3:00 to 5:00pm and will include time for questions and answers.

Topics of discussion during our first working session are:

- The employer mandate
- Small business—Pro's & Con's of offering health insurance
- Transitional Reinsurance Fee
- Step-by-Step examples of how to track hours of service for variable hour and seasonal employees.
- Health Reimbursement Account (HRA) and Flexible Spending Account (FSA)

Please use the Chapter website to RSVP for each session.

<http://nesd.shrm.org>

Under the "Events & Education" tab

Training materials will be provided at each session.



Tom Pruner, Jr. a Partner with Eide Bailly, has more than 30 years of tax experience with an emphasis on providing trust and estate income taxation on retirement plan services. He also serves as one of the firm's Health Care Reform Champions and has presented on this topic to clients and a variety of organizations.



2nd Street Station—Watertown, SD

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**Get A 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 FOUNDATION NEWS:



SHRM Foundation News: The Executive Briefing Series

To make it easier for HR professionals to share important evidence-based management practices with their CEOs and line managers, the SHRM Foundation has introduced its new Executive Briefing series.

The executive briefings are based on solid research. They cover similar content to the popular Effective Practice Guidelines, however they are just 3-5 pages in length, making them ideal to share with colleagues at the office. The briefings highlight the most important, bottom-line implications on each HR topic. The following briefings are now available for free download:

- Wellness Strategies to Improve Employee Health, Performance and the Bottom Line
- [*HR's Role in Corporate Social Responsibility and Sustainability*](#)
- Leveraging HR Technology for Competitive Advantage, sponsored by ADP

This series is made possible by the generous support of SHRM members and chapters. Visit www.shrm.org/foundation and select "SHRM Foundation Products" to download the executive briefings.

NESD SHRM Communications Disclaimer:

Our chapter, or its Board of Directors, accept no liability for the content of this newsletter or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing.

NESD SHRM MISSION STATEMENT

NESD 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.

Book of the Month:

101 Sample Write-Ups for Documenting Employee Performance Problems

Member: \$29.95
Non-Member: \$35.00
Details

There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem. But when performance problems become apparent, you can't just ignore them. You need to deal with them head-on.

Expertly written, the guidebook covers dozens of problems likely to occur in the workplace, from substandard work quality, absenteeism, and poor attitude to sexual harassment, insubordination, and more.

Among the new write-ups found in this edition of the highly popular reference guide are how to deal with such problems as:

- Politically incorrect behavior
- Lack of leadership or trust
- Failure to communicate upward and/or follow through
- Lack of teamwork
- Use of Internet pornography
- Managerial misconduct and retaliation
- Failure to disclose a conflict of interest or personal relationship
- Violation of intellectual property rights

Go to the SHRM Bookstore to purchase this and other books!

Temporary Workers, Risky Situations ~HRHero.com

Reducing injuries among temporary workers continues to be a major priority for OSHA, which recently boosted its communications efforts around the agency's Temporary Worker Initiative.

Nearly 3 million Americans -- a record -- are employed as temporary workers, up by 28 percent between 2010 and last year, according to a new report from CareerBuilder and Economic Modeling Specialists. A recent analysis of workers' compensation data by the nonprofit news organization *ProPublica* finds that in five U.S. states, temps face a much higher risk of getting injured on the job than permanent employees. Those states include California, Florida, Massachusetts, Oregon and Minnesota -- in the last state, temps have a 72-percent greater chance of being injured on the job than permanent workers, according to the analysis.

Jonathan Snare, a partner at Morgan Lewis & Bockius who served as assistant secretary of labor for OSHA under President George W. Bush, says the topic of temp safety was a recurrent theme at the American Bar Association's Occupational Safety and Health Law Committee's meeting, held last month in Tucson, Ariz.

"This is a huge focus and a significant priority for OSHA," says Snare, who was a speaker at the conference.

To help clarify the issue of which party is responsible for recording work-related injuries involving temporary workers, OSHA has just released a new booklet that explains OSHA 300 recordkeeping responsibilities for staffing firms and their clients.

The new booklet is part of OSHA's Temporary Worker Initiative, launched by the agency last year in the wake of the outcry over the deaths of Davis and other temporary workers. The TWI is a combination of outreach, education and enforcement that's intended to ensure that staffing firms and their clients take the issue of safety for temporary workers very seriously.

The lack of clarity concerning who bears primary responsibility for temp workers' safety -- the staffing firm or the client -- has been a factor in temp injuries and is an ongoing concern within the staffing industry, says Stephen Dwyer, general counsel for the American Staffing Association, the industry's main trade group.

"Yes, there has been confusion and there continues to be some confusion, which is why ASA supports OSHA's Temporary Worker Initiative," says Dwyer.

Whoever controls and directs the work of temporary employees has the primary responsibility for ensuring their safety and recording any injuries on the OSHA 300 logs, he says. In the overwhelming majority of cases, that would be the client, he adds.

In some cases, HR departments may mistakenly assume that temps have already received sufficient safety training from the staffing firms that supply them, says Howard Mavity, a partner at Fisher & Phillips in Atlanta and co-chair of the firm's workplace safety and catastrophe-management practice group.

"Safety training is actually 10 percent classroom and 90 percent on-the-job," he says. "If you have a staffing firm that conducts basic training on safety and that's all the temps get, then they're going to get to the client's plant and not know which chemicals are there, and so on -- that's a screw-up."

The informal nature of many on-the-job training programs can mean many temps go without it, which undermines their safety, says Mavity.

"Many employers intuitively understand that the jobs requiring more training and experience don't go to the new folks -- it's a common principle," he says. "But the problem is, it's also an informal policy. And if it's informal, it often doesn't happen."

In some cases, a plant manager faced with a pressing need may tell a temp who's been assigned a menial, low-hazard job to go work on a potentially dangerous piece of equipment or in an environment where hazardous chemicals may be present -- activities that typically require extensive training and experience, says Mavity. In other cases, plant managers may forget to include temps in normal safety processes, such as routine safety training and briefings, or ensure they're supplied with company-provided personal-protective equipment, he says.

"If you have temps performing the same job as full-timers, you've got to remember they are not going to be miraculously prevented from harm just because they're temps," he says.

Dwyer says ensuring temp safety must be part of a process that starts prior to a temporary worker being assigned to a job and continues throughout the assignment.

"In terms of best practices, this means discussing the respective safety obligations of the staffing firm and the client prior to the assignment, inspecting the client's work site when feasible to see if any safety issues need to be addressed, and then specifying in the contract who's responsible for what," he says.

Randstad Sourceright, a global staffing firm with U.S. headquarters in Atlanta, has its risk department conduct on-site safety assessments of potential clients, says John Piazza, senior vice president. Should the assessments uncover potential problems, Randstad Sourceright will issue recommendations for correcting them, he says.

"Those recommendations will determine whether or not we end up doing business with a client -- if the client is unwilling to adopt our recommendations, then we most likely won't be doing business with that client," says Piazza.

He says he's noticed a change of attitude among clients regarding temp safety during the last few years. "The biggest change I've seen of late is really the attitude of the clients -- in the last three years, I'd say they've become much more collaborative," says Piazza. "I think the Temporary Worker Initiative has definitely been an influencer. It's made temp safety a little more top-of-mind."

"The lack of basic protection for temporary workers in this country is shameful," U.S. Rep. George Miller, the ranking Democrat on the House Education and Workforce Committee, said in a statement to *ProPublica*. "It is important that the U.S. examine some of these provisions and consider whether they can serve as models for statutes to help protect American workers."

However, Dwyer says laws restricting temps from certain jobs shouldn't be necessary so long as staffing firms and clients observe safety best practices. "Temps can be just as qualified as their permanent counterparts, but the key is that clients need to treat and train temps for a particular job just as they would their internal employees," he says. Ensuring temp safety also requires greater collaboration between HR and safety departments, says Mavity.

"It's surprising how little HR and safety people talk -- but they should be best buddies," he says.

Each function can help the other in important areas, such as disciplining workers who fail to adhere to safety protocols, creating incentives for safety awareness and ensuring that safety training is properly coordinated, he says. Training logs should be shared by HR and safety staff to ensure that all employees -- temps included -- get the training they need, he says.

They must also work together to ensure the company's safety processes take temporary workers into account, says Mavity.

"You should not be relying on your temp provider for safety training, and if you do rely on them for any aspect of it, then you're going to have to have some oversight to make sure they're doing it right, because OSHA will use a very broad due-diligence approach," he says.

NESD SHRM Board Meeting – Tuesday, April 29, 11:30 – 12:30
The Wheel Inn

PRESENT: Matt Sawyer, Laurie Gates, Sheila Mennenga, Tammy Davis, Audra Hunt, Amber Dahl, Jodi Fischbach and Leigh Kuecker.

ABSENT: Julie Plunkett, Bobbie Halonen, Paige Sullivan, and Traci Stein.

Additions to Agenda – NONE

Approved minutes of Board meeting in April newsletter – motion to approve by Tammy Davis, seconded by Matt Sawyer.

Past President

Julie Plunkett

- No report

President Elect

Matt Sawyer

- No report

Treasurer

Laurie Gates

- Financial Statement
- Dues coming in for 2014

Membership Director

Sheila Mennenga

- We currently have 61 members who have renewed; 26 of those are also national members
- Special board meeting will be called at a later date to discuss membership drive ideas

SHRM Foundation Representative

Tammy Davis

- Re-Cap donation to Watertown Resource Center - \$15 donation match

Diversity Advocate

Julie Plunkett

- Diversity event June 20 – consider as our pinnacle project
- Waiting to hear back from the zoo on a foundation fundraising opportunity during the Diversity Event

Government Affairs Representative

Paige Sullivan

- No Report

Workforce Readiness Advocate

Traci Stein

- No Report

Certification Representative

Audra Hunt

- Healthcare reform certification to come back from HCRI in April
- May program pending certification credits

Vice-Presidents of Programming

Bobbie Halonen & Amber Dahl

- May program: Developing as an HR Leader
- 2nd Street Invoices – Amber checking to ensure we are current on payments

Secretary

Jodi Fischbach

- No report

Old Business

Matt Sawyer and Bobbie Halonen

- Brochure on top 10 reasons to be a board member

New Business

- In order to increase our SHRM National membership, should we give away two memberships? How do we limit this to the non-national members?
- We will be helping with PACH again. Leigh will check on dates available
- If interested in feedback to HR questions to members, please let the person asking you would like results received.
- Look at adding a Question Board or Blog to the NESD SHRM website.

ADJOURN MEETING by Matt Sawyer, seconded by Laurie Gates