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# The Butler/Warren County Buzz

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## August 5 Monthly Meeting

### BWSHRM PRESENTS:



**Speakers:** Tom Eberwein, J.D., SPHR

**Cost:** \$13.00 for members, \$15.00 for non-members

**Date:** Thursday, August 5, 2010

**Time:** 7:15 AM – Registration/Networking

7:30 AM – Breakfast

8:00 AM - 9:00 AM - Presentation

**Location:** [Wetherington Country Club](#)

### Investigating Employee Complaints and Misconduct

Nearly every company will eventually need to conduct an investigation. Whether prompted by an allegation of workplace harassment, a problem of theft, or some other form of misconduct, a prompt and thorough investigation is a critical first step toward protecting your organization. Some topics discussed will be:

- How to prepare to conduct your investigation without violating employee privacy rights or inadvertently causing defamation of character
- Identifying and focusing on the real objective in conducting any investigation
- Implementing an effective witness interview process to gather facts/data to help make informed decisions
- Deciding whether a third-party investigator or an internal investigator is a better choice for any particular type of investigation.

Tom has over 30 years experience in advising on labor and employment law matters. He has worked as a human resources executive for several industrial, government and education employers. He also has taught courses in personnel law and human resources management as a member of the evening faculty at Miami University. Tom holds a Juris Doctor degree from the University of Cincinnati and a bachelor's from Miami University. He has been listed in Marquis, Who's Who in American Law. He is admitted to both the Ohio and Federal Southern District of Ohio bars.

**We hope you can join us on Thursday, August 5th, 2010 at Wetherington Country Club. Please reserve your seat by Monday, August 2nd by emailing Angela Sherrick at [angela.sherrick@pac.com](mailto:angela.sherrick@pac.com) or by calling 513-217-3208.**

### Message From the President

Does a desperate economy impact ethical behavior in the workplace? When our backs are to the wall, do we act in a more or less moral manner? According to a the [2009 National Business Ethics Survey](#) from the [Ethics Resource Center \(ERC\)](#), and as reported by Steve Bates, a devastated American economy did not translate into an increase in unethical behavior at U.S. companies.

Overall misconduct at U.S. workplaces is down. Fewer employees said they had witnessed misconduct on the job. This measure fell from 56 percent in 2007 to 49 percent in 2009.

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**Whistle-blowing has increased.** Most workers—63 percent—who observed misconduct said that they reported it. That’s up from 58 percent two years earlier.

**Ethical culture appears to be stronger.** The ERC’s measures of the strength of the ethical culture in the workplace increased from 53 percent in 2007 to 62 percent in 2009.

**Pressure to cut corners has decreased.** Overall, employees who perceived pressure to commit an ethics violation—to cut corners, or worse—declined slightly, from 10 percent in 2007 to 8 percent in the latest survey.

**Perceived retaliation as a result of a report of misconduct rose,** from 12 to 15 percent, over the two years.

However, the ERC report sounds a warning: “The lesson for organizations is that when more settled, prosperous times return, misconduct is likely to creep upward again” as the sense of crisis dissipates.

The pattern of ethics appearing to improve during tough times “has occurred before,” the ERC report notes. From 2000 to 2003, another period of economic stress and corporate scandals—including the failure of Enron and Arthur Andersen and the burst of the dot-com bubble—ethics metrics improved similarly. “A possible explanation is that during hard times, when a company’s well-being or even existence may be on the line and regulators are watching, management talks more about the importance of high standards to see the organization through the crisis,” the report observes. “It may also be that some are less inclined to commit misconduct when management is on high alert.”

Many specific forms of misconduct observed by American workers and cited in the 2009 survey are little changed in their frequency from the 2007 survey. The 2009 survey found that “company resource abuse” is the most frequently observed form of misconduct, cited by 23 percent of respondents. Other common behaviors reported in the latest survey:

- Abusive behavior, cited by 22 percent.
- Lying to employees, 19 percent.
- E-mail or Internet abuse, 18 percent.
- Conflicts of interest, 18 percent.
- Discrimination, 14 percent.
- Lying to outside stakeholders, 12 percent.
- Employee benefits violations, 11 percent.
- Health or safety violations, 11 percent.

For more information on this subject, visit the SHRM [website](#) for the entire report.

Linda P. Stryker, PHR  
President

**President**  
Linda Stryker, PHR – HR Manager  
Square D/Schneider Electric  
5735 College Corner Road  
Oxford, OH 45056  
513-523-4176  
[Linda.stryker@us.schneider-electric.com](mailto:Linda.stryker@us.schneider-electric.com)

**Membership Advocate**  
Marc Fleischauer, SPHR – Partner  
Porter Wright Morris & Arthur, LLP  
1 S. Main St., Suite 1600  
Dayton, OH 45402  
937-449-6720  
[mfleischauer@porterwright.com](mailto:mfleischauer@porterwright.com)

**Workforce Rediness Advocate**  
Bill Heiselman, MS., HR / Benefit Manager  
Seapine Software, Inc.  
5412 Courseview Drive  
Suite 200  
Mason, Ohio 45040  
513-701-1545  
[heiselmanb@seapine.com](mailto:heiselmanb@seapine.com)

**College Relations Advocate**  
Chad Johnson – HR/Public  
Relations Manager  
Neturen America Corporation  
2995 Moser Court  
Hamilton, OH 45011  
513-863-1900 x.11  
[chadjohnson@fuse.net](mailto:chadjohnson@fuse.net)

**Vice President**  
Angela Sherrick, SPHR  
Human Resources Manager  
PAC Worldwide Corporation  
3131 Cincinnati-Dayton Rd.  
Middletown, OH 45044  
513-217-3208  
[angela.sherrick@pac.com](mailto:angela.sherrick@pac.com)

**Treasurer**  
Jeff Harvey, PHR - HR Specialist  
Great Miami Valley YMCA  
105 N. Second St.  
Hamilton, Oh 45011  
513-887-0001  
[jharvey@gmvymca.org](mailto:jharvey@gmvymca.org)

**Certification Advocate**  
Sandy Stude, SPHR  
Director of Human Resources  
Champion Window Mfg  
12121 Champion Way  
Cincinnati, OH 45241  
513 346 4600 x 6840  
[Sstude@championfactorydirect.com](mailto:Sstude@championfactorydirect.com)

**Legislative Advocate**  
Jackie Cordell, PHR  
Human Resources Consultant  
[bwshrmlegislativeadvocate@yahoo.com](mailto:bwshrmlegislativeadvocate@yahoo.com)

**Public Relations Advocate**  
Brittany McIntyre - HR Assistant  
Amtex, Inc.  
1500 Kingsview Drive  
Lebanon, OH 45036  
513-933-6267  
[bmcintyre@amtexna.com](mailto:bmcintyre@amtexna.com)

**Past President & Secretary**  
Kristi Cain, SPHR – Director of HR &  
Safety  
Crane America, Inc.  
3440 Office Park Drive  
Dayton, OH 45439  
937-293-6526 x. 246  
[kristi.cain@craneamerica.com](mailto:kristi.cain@craneamerica.com)

**Diversity Advocate**  
Michelle Smith, HR Assistant  
ARAMARK Healthcare  
West Chester Medical Center  
7700 University Dr.  
West Chester, OH 45069  
513-298-7831  
[michelle.smith@healthall.com](mailto:michelle.smith@healthall.com)

**Foundation Advocate**  
Tom Mobley, SPHR  
Mobley HR Consulting  
3294 Shoshoni Court  
Hamilton, OH 45011  
513-703-9699  
[tom@mobleyhrc.com](mailto:tom@mobleyhrc.com)

**BWSHRM Local membership drive**

Once again, we want to challenge our members to participate in another year of growth by inviting a new member to join our chapter. In return for a new member application, you are invited to join us at the next breakfast meeting at no cost to you. Together, we can make it happen!

To request a membership application, please contact our Membership Advocate:

Marc Fleischauer, SPHR – Partner, Porter Wright Morris & Arthur, LLP  
1 S. Main St., Suite 1600, Dayton, OH 45402  
937-449-6720 or [mfleischauer@porterwright.com](mailto:mfleischauer@porterwright.com)

Or visit our website at [www.ohioshrm.org/butler](http://www.ohioshrm.org/butler) and click on the membership link for more information. If you are a SHRM National Member, your local dues are only \$45 per year. If you want to join our local organization only, your local dues are only \$90 per year.

**We hope to see you soon!**



## **SHRM to Launch Disability Employment Resource Page**

In honor of the Americans with Disabilities Act anniversary (July 26, 2010), SHRM will be launching a new Disability Employment Resource Page filled with information, resources and effective practices. Does your organization recruit and employ people with disabilities? If so, share a success story with SHRM and it might be featured on this page. Share your organization's disability employment success story

## **New Online Tool Helps Employers Understand Responsibilities Under Disability Nondiscrimination Laws**

*By SHRM Online staff*

The U.S. Department of Labor (DOL) May 4, 2010, unveiled a new tool to help employers ensure that their employment policies and practices do not discriminate against qualified individuals with disabilities. The online Disability Nondiscrimination Law Advisor, the latest product in a series of “e-laws advisors” developed by DOL, helps employers determine, quickly and easily, which federal disability nondiscrimination laws apply to their business or organization and their responsibilities under those laws. Users answer a few relevant questions about the nature of their organization such as the size of its staff and whether the business or organization receives federal financial assistance. Based on the responses provided, the advisor generates a customized list of federal disability nondiscrimination laws that are likely to apply, along with easy-to-understand information about employers' responsibilities under each relevant law. The laws addressed by the Disability Nondiscrimination Law Advisor include:

- Titles I and II of the Americans with Disabilities Act of 1990.
- Section 188 of the Workforce Investment Act of 1998.
- Section 504 of the Rehabilitation Act of 1973, as amended (as it pertains to federal financial assistance).
- Section 503 of the Rehabilitation Act of 1973, as amended.
- The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
- The advisor includes a “Guide on Employing People with Disabilities” that outlines resources available to help employers comply with disability nondiscrimination laws.

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## **Are You Using SHRM Connect?**

SHRM Connect is a social network built specifically for HR professionals and is available to SHRM Members. On SHRM Connect, members can create a profile, collaborate around communities of interest and network with other HR professionals. To learn more and get connected visit <http://community.shrm.org/>.

## **Ohio Project with Microsoft**

As a leader in an Ohio Chapter of SHRM you have the important mission of providing information that may be of interest to your member representatives and companies. A project from Microsoft called "Elevate America" has been announced and is in full swing throughout Ohio. As the Ohio contact for the project, I want you to have information to disseminate to your membership and to others who may benefit from the project.

Microsoft is making free vouchers available for individuals for certification exams in Office 2003 or 2007 and free e-learning packages in Business/Information Worker (Office 2003 or 2007) and/or Microsoft IT Professional. The only requirement is that vouchers must go to Ohio residents. There is no limit to the number of vouchers per person.

The certification vouchers include a retake test and must be used by August 26, 2010. The e-learning packages must be accessed and an account established prior to August 26, 2010 allowing access to the e-learning modules for one year.

I have attached a flyer about the project and contact information for approved, certified testing and training sites in your area. Please feel free to call or email the listed contacts directly for more information or for vouchers. The Microsoft Elevate America site can be found at

<http://www.microsoft.com/About/CorporateCitizenship/us/CommunityInvestment/participatingstates.aspx>

The Ohio site with Q&A can be found at

<http://www.uso.edu/network/workforce/resources/elevate-america/index.php>

I sincerely hope that you and your members and area employers will take advantage of this opportunity. Please share the information widely and don't hesitate to call me if you have questions or need additional information.

Barbara Nicol  
Director, Adult Workforce Education  
Ohio Board of Regents  
614.644.5704



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MEMBERS IN TRANSITION

BWSHRM would like to say thank to all of our members for their partnership with BWSHRM in serving and advancing the profession. We know that the current economy has been particularly difficult for our members in transition, with that in mind, BWSHRM meetings are free to members who are currently in transition. Please let us know when you rsvp if you are in transition and would like to take advantage of this special offer.



Did you know BWSHRM has a Linked-In group? To join our group visit <http://www.linkedin.com> and search for "Butler/Warren SHRM" under groups. We hope that we can use this tool to better connect our community of HR professionals.

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**SHRM Foundation News**

**The Masters Series at the SHRM Annual Conference**

Over the years I have been blessed with the opportunity to attend many of the SHRM Annual Conferences. I have found them both professionally and personally rewarding and believe that they have helped me in my HR career. One of the many things that I have enjoyed at the conference is the SHRM Foundation Master Series.

This will be the 16th year that the SHRM Foundation has sponsored the Master Series during the SHRM Annual Conference. The Master Series is a series of senior-level programs (open to all conference attendees) that offer insight into the HR profession from thought-leaders and top academicians. These in-depth learning sessions feature internationally known experts in the field of management science, with a focus on timely and provocative issues that affect your career and industry.

The 2010 Masters Series will feature Dr. Iris Firstenberg speaking about "Innovation in Turbulent Times"; Dr. Fons Trompeanaars discussing "Cross-Cultural Dimensions of Mergers and Acquisitions"; and Dr. Michael Beer talking on "How to Build a Resilient Organization for Sustained Advantage."

For more information on Foundation-sponsored educational programs, visit the SHRM Foundation website ([www.shrm.org/foundation](http://www.shrm.org/foundation)).

Thomas Mobley, SPHR  
Foundation Director

# HR CERTIFICATION EXAM ELIGIBILITY REQUIREMENTS IN 2011

PHR® SPHR® GPHR®

The eligibility requirements for the Professional in Human Resources (PHR®), Senior Professional in Human Resources (SPHR®) and Global Professional in Human Resources (GPHR®) exams are changing starting with the May/June 2011 exams.

The last PHR, SPHR and GPHR exams to be administered under current eligibility requirements are during December 2010–January 2011 exam administration.

PHR EXAM ELIGIBILITY REQUIREMENTS IN 2011	CURRENT PHR EXAM ELIGIBILITY REQUIREMENTS
<ul style="list-style-type: none"> <li>Minimum of <b>1 year</b> of demonstrated professional (exempt-level) HR experience with a <b>master's degree</b> or higher.</li> <li>Minimum of <b>2 years</b> of demonstrated professional (exempt-level) HR experience with a <b>bachelor's degree</b>.</li> <li>Minimum of <b>4 years</b> of demonstrated professional (exempt-level) HR experience with <b>less than a bachelor's degree</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two years of professional (exempt-level) HR experience.</li> <li>At least 51% of your daily work activities are within the HR function.</li> </ul>
SPHR EXAM ELIGIBILITY REQUIREMENTS IN 2011	CURRENT SPHR EXAM ELIGIBILITY REQUIREMENTS
<ul style="list-style-type: none"> <li>Minimum of <b>4 years</b> of demonstrated professional (exempt-level) HR experience with a <b>master's degree</b> or higher.</li> <li>Minimum of <b>5 years</b> of demonstrated professional (exempt-level) HR experience with a <b>bachelor's degree</b>.</li> <li>Minimum of <b>7 years</b> of demonstrated professional (exempt-level) HR experience with <b>less than a bachelor's degree</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two years of professional (exempt-level) HR experience.</li> <li>At least 51% of your daily work activities are within the HR function.</li> </ul>
GPHR EXAM ELIGIBILITY REQUIREMENTS IN 2011	CURRENT GPHR EXAM ELIGIBILITY REQUIREMENTS
<ul style="list-style-type: none"> <li>Minimum of <b>2 years</b> of demonstrated <b>global</b> professional (exempt-level) HR experience with a <b>master's degree</b> or higher.</li> <li>Minimum of <b>3 years</b> of demonstrated professional (exempt-level) HR experience with a <b>bachelor's degree</b>. <b>Two of the 3</b> years experience must be in <b>global</b> HR.</li> <li>Minimum of <b>4 years</b> of demonstrated professional (exempt-level) HR experience with <b>less than a bachelor's degree</b>. <b>Two of the 4</b> years experience must be in <b>global</b> HR.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two years of professional (exempt-level) HR experience.</li> <li>At least 51% of your daily work activities are within the HR function.</li> </ul>

## ONLY ONE TESTING SESSIONS REMAIN BEFORE EXAM ELIGIBILITY REQUIREMENTS CHANGE!

The new exam eligibility requirements will begin with the spring 2011 testing window (May–June 2011). The last PHR, SPHR and GPHR exams to be administered under current eligibility requirements are in December 2010–January 2011.

## FREQUENTLY ASKED QUESTIONS

### **Q: Why are the PHR, SPHR & GPHR exam eligibility requirements changing?**

**A:** The exam eligibility requirements are changing to reflect changes and needs of the HR profession. The changes were made based on recommendations from over 14,000 HR professionals, business leaders, students and academicians. The new eligibility requirements will better align with the candidate profile which shows the level of practical experience and HR knowledge needed to perform successfully on the exam.

### **Q: How is “demonstrated HR experience” defined?**

**A:** If a candidate's title is not on the approved position title list, a candidate must demonstrate that:

- Activities are at the professional (exempt-level), and
- At least 51% of his or her daily activities are with the HR function, OR
- An individual has direct supervision of those who deliver HR services.

### **Q: What is the definition of “professional level” work?**

**A:** To be recognized as working at a “professional level” the experience must include:

- Independence of actions – relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- A depth of work requirements – relates to the extent to which work experience requires data-gathering, analysis and interpretation;
- A level of interaction – the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers; and
- Responsibility for work outcome – the accuracy and extent to which the individual is held accountable for his/her work and decisions.

### **Q: How is “global HR experience” defined?**

**A:** Global HR experience is defined as having direct cross-border HR responsibilities for two or more countries or regions. An applicant who works for a company that operates in two or more countries but who does not have hands-on international HR responsibilities for at least two of those countries would not be eligible to sit for the exam.

### **Q: How will the new eligibility requirements impact students?**

**A:** Students will not be eligible to sit for the exams unless they meet the exam's new eligibility requirements.

### **Q: My bachelor's (or master's) degree is not in HR. Does that matter?**

**A:** No, the degree requirements do not stipulate a specific area of study. However, because the exams are both experienced- and knowledge-based, your specific area of study can make a difference in your exam performance.

### **Q: I am interested in taking the California certification exam. What are the eligibility requirements for that certification?**

**A:** To be eligible for the California certification you must already be certified as a PHR or SPHR.

### **Q: If I want to recertify in 2011 (or later) by retaking the exam, do I need to meet the new eligibility requirements?**

**A:** Yes. Current certificants who wish to recertify by taking the exam in 2011 or later will have to meet the new eligibility requirements that go into effect in 2011.

### **Q: Where can I go for more information?**

**A:** Contact the HR Certification Institute:

The web: [www.HRCI.org](http://www.HRCI.org)

Email: [info@hrci.org](mailto:info@hrci.org)

Call: 1-866-898-4724

HR Certification Institute  
1800 Duke Street  
Alexandria, Virginia, USA 22314  
US Toll Free 1.866.898.4724  
Phone +1.703.535.6000  
Email: [info@hrci.org](mailto:info@hrci.org)  
Web site: [www.hrci.org](http://www.hrci.org)

