

The Butler/Warren County Buzz



November 4 Monthly Meeting

BWSHRM PRESENTS:

Speakers: Marc Fleischauer and Tom Mobley
Cost: \$13.00 for members, \$15.00 for non-members
Date: Thursday, November 4, 2010
Time: 7:15 AM – Registration/Networking
7:30 AM – Breakfast
8:00 AM - 9:00 AM - Presentation
Location: [Wetherington Country Club](#)



Ethics- How to Make It Part of Your Organizations Culture

It has been seven short years since the Enron scandal and one would hope that organizations and individuals would have made significant strides toward more ethical behavior. But as we begin 2009 one has to wonder. Using the SHRM Foundation's DVD *Ethics the Fabric of Business – A Case Study of Lockheed Martin Inc.* this workshop focuses on the issues that lead to ethical violations, and the actions that can be taken to prevent, mitigate, or correct these issues.

The session also looks at the pressures high achievers face in meeting performance expectations and how organization can transmit messages about ethics to employees. Other key take-a-ways from this session include:

- How can organizational communication build an ethical foundation?
- What are some important aspects of effective Ethics Reporting Systems?
- What role does training play in fostering organizational ethics?
- What are the benefits of linking performance to ethical standards?
- How do ethical companies start down the road to becoming unethical?
- How does employee empowerment foster ethical decision-making?

This program has been approved for (1) "Strategic" recertification credit hour toward PHR, SPHR, GPHR recertification through HR Certification Institute.

We hope you can join us on Thursday, November 4th, 2010 at Wetherington Country Club. Please reserve your seat by Monday, November 1st by emailing Angela Sherrick at angela.sherrick@pac.com or by calling 513-217-3208.

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



Message From the President

The last two months of the calendar year are traditionally times for parties and celebrations for the holidays and year end. While we all look forward to the fun and team building that can result from these events, holiday parties can also be a source of headaches for HR and the organization, sparking inappropriate jokes and behavior.

A SHRM report by Kathy Gurchiek provides some party planning tips for employers that may make our lives easier and the event safer and more enjoyable for one and all:

- Solicit and welcome employee input.
- Embrace and celebrate diversity. Celebrate the end of the year instead of linking the party to a religious holiday.
- Make party attendance voluntary.
- Choose the venue wisely, avoiding a location that might be seen as sexist, for example.
- Include spouses and significant others in the invitation.
- Review liability insurance issues; most don't cover alcohol-related incidents.
- Don't hang mistletoe at a company function.
- Keep the music and play list work-appropriate. Songs such as "Baby Got Back" might not be the best choice for a company party.
- Remind managers that they are on duty.
- Remind employees of the company's policies on discrimination and harassment.
- If gifts are to be exchanged, make the exchange voluntary and general in nature; give employees guidelines on what is, and is not, appropriate.
- If the organization donates to charity during the holidays, choose it carefully—some charitable organizations have religious affiliations that not all employees embrace. Offer alternatives.
- Refrain from company-sponsored pre-parties and post-parties.
- Refrain from serving alcohol, if possible. If it is served, make sure food and nonalcoholic beverages are available.
- Use servers and bartenders—not supervisors—to administer drinks, and make sure that the servers and bartenders are professionally attired.
- Do not provide an open bar; distribute tickets to control drink availability.
- Hire a taxi service or provide other alternative transportation for persons who have too much to drink.
- Schedule an end time for the party.

Check out the [SHRM website](#) for more on this subject.

Linda P. Stryker, PHR

SHRM Diversity News:

October is National Disability Employment Awareness Month

DID YOU KNOW?

Job accommodations for people with disabilities are usually low cost or no cost. A recent study conducted by the [Job Accommodation Network \(JAN\)](#) revealed that 56 percent of workplace accommodations cost absolutely nothing. Of those accommodations that did have a cost, the typical one-time expenditure by employers was \$600.



SAVE THE DATE!

Strategic Leadership Seminar

Thursday, December 2, 2010

BWSHRM and Ohio Employers Council are excited to tell you about our upcoming Strategic Leadership Seminar on Thursday, December 2, 2010 from 8-Noon at [Wetherington Country Club](#). Cost is \$35 for BWSHRM members and \$50 for non-members. This program has been approved for (4) "Strategic" recertification credit hours toward PHR, SPHR, GPHR recertification through HR Certification Institute.

This seminar features Dr. Dewett; he is a leadership expert – and professor, author, speaker, trainer, consultant, and Harley nut. He is a former big box consultant turned academician turned talking head. His job is to develop and inspire people in organizations. Dr. Dewett's credentials include a BBA from the University of Memphis, an MBA from the University of Tennessee, and a PhD in Management from Texas A&M University. He has trained or spoken to thousands of professionals and has been quoted in the *New York Times*, *BusinessWeek*, CNN, and hundreds of other outlets. Find him at his home on the web at www.drdewett.com.

Strategic Leadership – Ideas for World Class Results

A Few Essential Leadership Truths

Leadership has been studied and written about for thousands of years, yet we still seem to know little. The powerful idea has become too complex, often too esoteric, and has lost much of its impact in practice. Join Dr. Dewett for a lively discussion of leadership that will strip away the complexities and focus on the simple fundamental ideas that bring leadership to life. Learn why leadership starts with you (not "them"), discover the essence of motivating others and find out the truth about conflict at work. To build your leadership skills and deliver world class results, you have to nail these building blocks of leadership practice.

1. Participants will understand why leadership inevitably begins within the leader - not the follower. Above all else this requires knowledge of personal goal setting and individual values.
2. Participants will understand why motivating others requires letting go of traditional notions of power. Motivation is maximized when you see and interact with employees as individuals.
3. Participants will understand the role of positive conflict at work. In addition, they will learn why unproductive conflict cannot be tolerated at work and what to do about it.

We hope you can join us! Reserve your seat today by emailing Angela Sherrick at angela.sherrick@pac.com or by calling 513-217-3208.

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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

Or visit our website at 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!





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LEGISLATIVE NEWS YOU CAN USE

Your local SHRM chapter wants to ensure you're kept abreast of the news, laws and opportunities that may impact your workplace. To that end, we've compiled a few resources on a timely topic

-Jackie Cordell, PHR
B/W Legislative Director

OPEN ENROLLMENT & HEALTHCARE REFORM

FSA's and OTC Drugs

Effective January 1, 2011, over-the-counter (OTC) medicines or drugs will no longer be eligible for reimbursement under a health flexible spending account or a health reimbursement arrangement if purchased without a doctor's prescription. Employees must be made aware of these changes before making their benefits elections for 2011. The IRS has issued helpful guidance and a series of questions and answers.

IRS Delays New W-2 Reporting Requirement

The IRS has announced that it will defer the new requirement for employers to report on Form W-2 the cost of coverage under an employer-sponsored group health plan, making that reporting optional in 2011. The IRS has determined that this relief is necessary to provide employers the time they need to make changes to their payroll procedures in preparation for compliance with the new reporting requirement.

Open Enrollment Tips for Employees

While health care benefits aren't going to change drastically next year, it doesn't mean workers have a free pass to not participate in this open enrollment season, Health care cost increases continue to outpace inflation and salary increases. Employees who take time to do their

homework, weigh their choices and make smart trade-off decisions will be in the best position to make their benefits dollars stretch further," she noted.

To help workers maximize their dollars during open enrollment, we SHRM recommends sharing the following tips with employees, encouraging them to:

- **Assess your needs.** As you go through the benefits selection process, start by reviewing what worked in the past year and what didn't. Consider how much you spent on co-pays and out-of-pocket costs, whether your doctors are still covered under your plan, and if you put aside enough money in your FSA to cover all out-of-pocket costs. Based on this analysis, you might find that there are different plan options that will suit your needs better.
- **Take advantage of cost-saving opportunities.** Make use of FSAs, which enable you to set aside pretax money for health care expenses. Be sure to do an assessment of how much you think you'll be spending in the coming year and evaluate whether the medications you need will now require a prescription for reimbursement. By planning effectively, you might be able to select less costly medical plan options while using the FSA to offset increased out-of-pocket costs.
- **Participate in health and wellness programs.** There might be incentives for completing health risk questionnaires or biometric screenings, often in the form of reduced premiums, or cash incentives for participating in weight management and smoking cessation programs. (See box below for more on wellness incentives.)
- **Get help.** Use online health care cost estimators to compare and make tradeoff decisions among benefits options.

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.

HRCI Update

Application Deadlines

Application open for Dec 2010/Jan 2011 exam period. Registration deadline October 8, 2010. Late deadline November 12, 2010 (Additional fees apply). This is the last testing period before the eligibility requirements change.

New Exam Eligibility Requirements for 2011

Beginning with the May-June 2011 exam testing period, the exam eligibility requirements for the PHR, SPHR and GPHR will change. View our [FAQ's](#) for answers to your questions.

PHR Eligibility

- 1 year of demonstrated professional HR experience with a Master's degree or higher
- 2 years of demonstrated professional HR experience with a Bachelor's degree
- 4 years of demonstrated professional HR experience with less than a Bachelor's degree

SPHR Eligibility

- 4 years of demonstrated professional HR experience with a Master's degree or higher
- 5 years of demonstrated professional HR experience with a Bachelor's degree
- 7 years of demonstrated professional HR experience with less than a Bachelor's degree

GPHR Eligibility

- 2 years of demonstrated global professional HR experience with a Master's degree or higher
- 3 years of demonstrated professional HR experience (with 2 of the 3 being global HR experience) with a Bachelor's degree
- 4 years of demonstrated professional HR experience (with 2 of the 4 being global HR experience) with less than a Bachelor's degree