

OCTOBER 2007

<http://www.ohioshrm.org/butler>

October 4th – MONTHLY MEETING

SPEAKER: Peter K. Newman, The Newman Law Group
COST: \$13.00 Members, \$15.00 Non-Members
DATE: Thursday, October 4, 2007
TIME: 7:15 AM – Registration/Networking
7:30 AM – Breakfast
8:00 AM – Presentation

Sponsored by
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LOCATION: Wetherington Country Club

Directions: Take 75 to Tylersville & turn west. Go to the entrance of Wetherington Homes, which is just past Shell & Encore Café, turn right and follow to the stop at corner of Country Club Lane. Turn right at stop and follow road to left. It takes you into Country Club parking lot.

TOPIC: Why Every Employer Needs To Proactively Manage Employee E-Mail, Internet Use, and Blogging

Although the advantages of employee use of electronic communications are obvious, it has created a significant number of potential legal and non-legal problems for employers. Employers may now face disability discrimination claims from "internet addicts." In addition, employers face potential liability from several other sources. This presentation will provide an overview of these legal and non-legal challenges and provide practical advice on how to address them.

Peter Newman has over 25 years of experience practicing labor and employment law in the greater Cincinnati and Dayton areas. Peter represents management exclusively in workplace law and related litigation. Peter is a graduate of Miami University and The Georgetown University Law Center and was one of the first lawyers certified by the Ohio State Bar Association as a specialist in labor and employment law. Peter's peers selected him as an Ohio Super Lawyer in 2004, 2005, 2006, and 2007. Peter is also an active member of SHRM, BWSHRM, GCHRA, and NKHRA.

Please reserve your seat by **Monday, October 1st** by emailing Kristi Cain at kcain@amtexna.com or by calling (513) 933-6205.

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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President's Message

Mary Carol Parker presented information on the resources available on the SHRM website. For example, there is State specific information available, HR Metrics for determining return on investment, white papers as well as a Healthcare Resource Center now available. You can also read about current research that SHRM is doing in the industry.

Sandy Stude also presented information about professional certification by HRCI including different methods of studying for the PHR/SPHR/GPHR exams, how to apply for the exam and where to go take the exam. These resources will help to keep us all up to date in an ever changing profession.

I look forward to seeing everyone at our October member meeting.

Kristi Cain, SPHR - President B/WSHRM

Take Pride in how far you have come and have faith in how far you can go

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1-866-901-HIRE.

2007 SHRM Foundation Student Scholarship Guidelines

The SHRM Foundation Board of Directors has established the funding of three (3) HR scholarships: one graduate scholarship (\$5,000) and two undergraduate scholarships (\$2,500 each).

Scholarship applicants must be **national student members** of SHRM, as verified by the SHRM Student Program Manager.

Undergraduate student applicants must have completed at least 55 semester hours of course work in an HR major or HR emphasis area, including at least one HR Management course. An overall GPA of at least 3.0 on a 4.0 point scale is required.

Graduate student applicants must be enrolled in a Master's Degree program and clearly pursuing an emphasis area in HR and/or IR and have completed at least 12 hours of graduate course work with at least a 3.5 GPA.

Scholarship applications should include: [Completed scholarship application form](#).

- Official, sealed copy of student transcript(s).
- 1 or 2 page typed resume.
- 2 scholarship reference letters, one from the SHRM Student Chapter Faculty Advisor and one from a local SHRM professional. A third reference from a work-related source is optional.

Submittal of application:

- Applicants should submit **three (3) copies** of the completed application, **three (3) copies** of all attachments to the application (except the transcript(s)), and one (1) copy of each official, sealed transcript.
- Entries should be mailed to:
SHRM Foundation, Scholarship Selection Committee
1800 Duke Street, Alexandria, VA 22314

October 12, 2007: Deadline for submitting scholarship application / December 7, 2007: Announcement of scholarship winners

Please direct inquiries to Sandi Peyton, SHRM Foundation Administrator, at speyton@shrm.org or by phone at (703) 535-6020 or [Click here for more information](#).

A “Ton of Bricks”: Don’t Get Crushed By I-9 Enforcement

After a lengthy and unsuccessful debate in Congress on the future of immigration laws, the Department of Homeland Security (DHS) published a final rule to guide employers who receive “no-match” letters from the Social Security Administration (SSA). While introducing the regulation, DHS Secretary Michael Chertoff announced that DHS plans to “come down on employers of undocumented workers like a ton of bricks” and that the new regulation will be an important tool in DHS’s enforcement arsenal. The new regulation becomes effective September 14, 2007.

Employers are prohibited by the Immigration Reform and Control Act of 1986 from knowingly hiring employees who lack authorization to work in the United States. Employers violate this law if they hire employees whom they know or “should know” are not authorized to accept employment. The new regulation identifies common situations in which employers should suspect that an employee lacks valid employment authorization.

The most common of these red flags described by the new regulation is receipt of a “no-match” letter from the SSA. Employers annually send earnings reports to SSA (through W-2 Forms) containing the name and social security numbers of their employees. If the name and social security number on an employee’s W-2 do not match SSA’s records, SSA sends the employer a “no-match” letter identifying this discrepancy. Receipt of a “no-match” letter triggers these employer obligations:

- Within 30 days, employers must check for and correct obvious typographical errors that could have caused the mismatched social security number.
- If no clerical or typographical errors are found, the employer must take reasonable steps to correct the problem, including notifying the employee of the “no-match” letter and instructing the employee to correct the mistake.
- If the employee later notifies the employer that the problem is corrected, the employer is still responsible for verifying the correction with SSA.
- Unless a valid I-9 is obtained by the employer within 93 days of its receipt of the “no-match” letter, the employer may be charged with constructive knowledge that the individual is not authorized to work. Continued employment beyond this time could subject the employer to both civil and criminal penalties.

As Secretary Chertoff noted in his press conference, approximately four percent of workers in the United States are undocumented workers. We can expect increased investigations and enforcement actions by DHS to seek to eliminate these workers from the workforce and to punish recalcitrant employers.

Marc Fleischauer, J.D., SPHR is a Butler/Warren County SHRM member and an employment lawyer with Porter Wright Morris & Arthur, LLP. Contact him with questions at 937-449-6720 or mfleischauer@porterwright.com.

Certification and the HR Bottom Line

by Alisa Goldschmidt

It wasn't too long ago when we were riding high on the technology wave. Let's face it—it was a job seeker's paradise—too many jobs and not enough workers. Today, workers are struggling to keep their jobs, job seekers are finding new jobs scarce, and employers are trying their best to keep up with the changing economy without sacrificing the quality of their products and services.

During these challenging times, an effective HR staff must be able to demonstrate more than “good people skills.” “Good people skills” won't help overhaul an organization's compensation structure, won't develop and assess an organization's training program, won't help an organization be proactive in developing a culture free of sexual harassment, and won't develop an OSHA-compliant health safety program.

One way to assess the effectiveness of an HR professional is by certification. An HR department whose staff is professionally certified can—and should—make a significant contribution to the management and strategic direction of an organization. They can ensure that the organization's people strategy is correctly aligned with its business strategy.

How do you determine which professional certification to look for when staffing your HR department? The most respected certifications for HR professionals are the Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR) and Global Professional in Human Resources (GPHR) from the Human Resource Certification Institute (HRCI). Earning one or more of these designations validates that a professional possesses significant knowledge and experience in all areas of HR, including strategic management; workforce planning; human resource development; compensation and benefits; employee and labor relations, and occupational health, safety and security. Today there are more than 70,000 HR professionals certified by HRCI.

Most HR professionals who take on the challenge of the PHR, SPHR, and GPHR exams demonstrate more than knowledge. They display a true dedication to the HR management profession. They show it when they agree to study in excess of 40 hours and when they arrive at the testing center to take the four-hour multiple-choice examination. Certificants continue to demonstrate their dedication to the profession when they maintain their designation by re-certifying every three years through professional development or by retaking the examination. They are leaders in the HR profession. Recruiters should take note of the designations as well. Although there may not be an abundance of jobs available today, the lack of jobs has not eased the skills shortage. The lack of a skilled labor pool is still a serious long-term issue. Recruiters should routinely include “PHR, SPHR or GPHR preferred” in advertisements for professional-level HR jobs. Recruiters need not worry that adding this preference may decrease the applicant pool. In fact, stating this preference may likely increase the pool of *qualified* candidates for the position and help separate the wheat from the chaff. Many certified professionals are members of local chapters of the Society for Human Resource Management (SHRM). This organization is an excellent source for certified HR talent and resources.

To learn more about how professional certification for HR professionals can benefit your organization, please visit the HRCI web site at www.hrci.org.

Alisa Goldschmidt is the Marketing Manager for HRCI.

ERGONOMICS PLUS



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Our company name is Ergonomics Plus. Although our name includes the term "ergonomics", we prefer to focus on the "plus." Why? Because the "plus" means we do more than just ergonomics to help you become more profitable. We provide clients with unique, proven and effective injury prevention solutions that enhance the return on employees of a company.

We improve human performance by reducing costs associated with work/worker mismatch and improper self-care of the body. We educate everyone on the injury prevention process so that the work and the employee become more efficient and effective.

By eliminating those risk factors associated with increased costs, a more productive employee will result. Our customer benefits by having someone focus on the human capital of the company and reducing the administration and human burden of injury and illness.

E+ Methods

Early Intervention

- Respond to early reports of fatigue and discomfort
- Improves employee health status
- Enhances labor relations
- Focus on containing costs

Education

- Ensures awareness of risk factors
- Wellness Topics/Body Mechanics

Ergonomics

- Eliminate mismatch between work/worker
- Decrease worker fatigue
- Facilitate ergonomic teams
- Comprehensive analysis/reports

Exercise

- Improve worker's performance profile
- PPE Machine

Services Offered

- Ergonomics Team Training
- Supervisor Training
- Engineer Training
- Employee Training
- Ergonomics Analysis
- Ergonomics Recommendations
- Employee Exercise Programs
- Employee Self-care Programs

Sample Program Elements

- Define ergonomic program
- Roll-out to upper management
- Roll-out with Safety Team
- Review policies/procedures
- Review records/identify priority jobs
- Train ergo team, engineers, supervisors
- Train & survey employees in priority jobs
- Analyze priority jobs
- Begin implementing controls