



December 2013/January 2014 Newsletter

Butler/Warren County SHRM The BUZZ

President's Message



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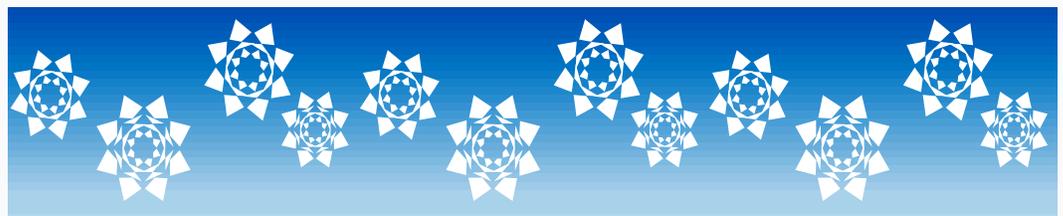
It's a new year and I'm sure you are thinking of all the great things you want to accomplish in 2014. Our board is doing the same and we hope to have another successful year for our members. We know that's going to take exceptional monthly topics and other learning and networking opportunities. Your feedback is important to us, if you have any ideas for topics, events, etc. please do not hesitate to let us know!

It's also time for 2014 membership renewals. Emails will be sent out soon inviting you to continue your membership with BWSHRM.

I look forward to seeing everyone soon at our upcoming meetings!

Michelle Exerski

President



**Butler/Warren Society for Human Resource Management and
the Ohio Employer Council Present...
Avoiding the Pitfalls of Poorly Performing Performance Evaluation Programs**

Please join us on Thursday, January 9th, as Gary Greenburg from Denlinger, Rosenthal & Greenberg, LPA will discuss how poorly constructed or implemented performance evaluation programs can lead to any or all of the following problems:

- Pay discrimination claims
- Difficulty in defending against wrongful discharge and denial of promotion claims
- Morale problems/union organizing
- Ineffectiveness

This presentation will review the risks and benefits of various evaluation methods, including letter/number grades, forced rankings and narratives. The use of evaluations in compensation and promotion decisions will also be discussed.

We hope you can join us on Thursday January 9th, 2014 at Wetherington Country Club.

Directions:

Take I-75 to the Tylersville Rd. exit and turn west. Go to the entrance of Wetherington Homes, which is just past Shell & Meijer, turn right and follow to the stop at corner of Country Club Lane. Turn right at stop sign and follow road to left. It takes you into Country Club parking lot.

Cost is \$13.00 for members and \$15.00 for non members.

7:30 AM – Registration and Networking

7:45 AM – Breakfast

8:00-9:00 AM – Presentation

This meeting is pending approval for HRCI credits.

Please reserve your seat by Tuesday January 7th by emailing Sherrie Acheson at SLAcheson@metalcoaters.com or by calling 937-584-3305.

Know anyone interested in Sponsoring a BWSHRM Meeting?

The BWSHRM Chapter offers opportunities for sponsorship of our meetings normally held at 7:30 AM on the first Thursday of every month. Examples of topics for our meetings include: safety and security, recruiting, diversity, best practices, legal updates, health insurance updates and many other topics.

The cost for sponsorship is only \$100 and includes:

Your ad in the monthly *Buzz* newsletter (2 months)

Recognition at the meeting including a table for your company information or information to be placed on all tables for attendees

A 5 minute "commercial" to talk about your company's product or service at the beginning of the meeting

Free breakfast

An opportunity for you to provide a door prize giveaway and collect business cards

Meeting sponsorship is a great way to get your company's product or service out to the areas Human Resources decision makers. If you know someone who would like to sign up today, simply call Michelle Ezerski at 937-833-1883 or email: mezerski@brookhavenoh.org

Diversity Today
Reaching Employees and Potential Employees

BK Milburn
12/30/13

When talking about Diversity and Inclusion, the talk can turn to how to reach “Diverse” candidates. At Wright State University’s annual Multicultural Millennium on October 4, 2013, Calvin D. Heard, of Heard Management, suggested advertising in church bulletins for well-qualified, responsible candidates. Because Sunday morning has been called the most segregated time in America, it can also make reaching particular groups relatively simple. By including mosques and temples, very diverse groups of people, committed to something besides themselves and their own family, can be reached.

And one of the benefits of a religiously diverse work force, especially for 24/7 operations, is that Fridays, Saturdays and Sundays can all be easily covered without infringing on employees’ religious commitments. There also may be additional commitment, on the part of employees, for being treated with respect and flexibility in matters not directly related to financial benefit for the company owners.

Mr. Heard also emphasized that for Diversity and Inclusion initiatives to be successful, utilizing people outside of the Human Resources Department is important. By “recruiting” (use a lottery system?) people from among the working levels, HR may be able to get feedback and access to people that are otherwise unreachable. This variety can create a more enjoyable work day for HR and the individual employees.

The bottom line is that the more we find ways to include those unlike ourselves, the better we can achieve the diversity that has made our country strong, and keep it that way.

Wishing you a Happy and Peaceful New Year!
Brenda

Check us out on the Web!

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

SEXUAL HARASSMENT INVESTIGATIONS:
FIVE FATAL MISTAKES TO AVOID

By: Allison D. Michael, Esq.
Coolidge Wall Co., LPA

Sexual Harassment can occur in any workplace. Most employers are aware that having a strong sexual harassment policy and conducting regular training of both managers and employees are excellent steps toward prevention. However, the key to containment of such incidents once they occur lies in the effective investigation of complaints and the remedial actions taken to avoid reoccurrence of the conduct. The following are five of the most common, but potentially lethal, mistakes that employers can make once the complaint has been reported.

1. Delaying the Investigation. Even if the employer conducts the most thorough, technically sound investigation, it is hard to convince employees or the outside world (i.e., a jury) that the company takes complaints seriously if it waited a month to start the investigation. Instead, investigations should be started immediately, and should be completed as soon as possible. Sometimes delays cannot be avoided, but the reasons for delay should be documented and the parties involved should be kept aware of progress.
2. Skipping Steps. In an effort to minimize the disruption to the workplace and keep the complaint as confidential as possible, employers often skip critical steps in the investigation. Both the victim and accused should be asked to identify all potential witnesses to the conduct reported, and they should be interviewed. Likewise, work computers and business-issued phones and other devices should be checked for information, such as inappropriate communications one or both parties have previously made to each other or third parties.
3. Failing to Take Interim Remedial Measures. There are times when the allegations are so severe that temporary remedial action needs to occur immediately to prevent possible further harm. If the victim and alleged harasser can be separated while the investigation takes place (without

worsening the work conditions of either party) this should be done. If this is not possible, consider placing the alleged harasser on paid leave while the investigation unfolds. Employers should avoid claims of retaliation, particularly by the complaining party, when implementing temporary remedial steps.

4. Compounding the Complaint. Any retaliation against an employee who makes a harassment complaint can give rise to liability for the employer. In a claim for retaliation the employee need not be successful in proving the underlying claim. The complainer need only demonstrate that he/she suffered an adverse employment action as a result of simply making the complaint, even if the original complaint turned out to be unfounded. It is critical that the complaining employee, the accused, and everyone else who is interviewed as part of the investigation be advised, as soon as possible, that the employer will not tolerate any form of unlawful harassment or retaliation against the individual who made the claim or against anyone who participated in the investigation into the claim. And, as always, the fact that this statement was made should be documented.
5. Responding Inconsistently. All complaints, even the most apparently minor ones, should be investigated promptly and thoroughly. Similar conduct should result in similar discipline. Employers are often tempted to protect a high-level executive, top producer, favored employee, or hard-to-replace employee who has been accused of harassment while implementing more serious discipline against other employees accused of similar behavior. While employers have relatively wide discretion in determining the appropriate level of discipline, it is important that like cases be treated alike, regardless of the “stature” of the employees involved. Utilizing the same person or group of individuals to investigate and address all harassment complaints can help standardize the procedures and ensure consistency.

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**Contact Amanda Massey at
Amanda.Massey@coxinc.com, 937-225-2041.
*Act now! Offer good through September 30, 2013.***



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 -Angela Sherrick,
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