

July 2010

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JULY CHAPTER MEETING

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Human Resource Audit – are you in Compliance?

This brief presentation will discuss the importance of conducting an assessment of your HR department and employment practices. An overview of the areas to review, as well as some useful tools and templates will be provided.

Our presenter will be Micki Debbrecht, SPHR. Micki is a Human Resources Consultant with Kennedy and Coe, LLC, and has over 15 years of combined consulting and leadership experience. She has proven results as a consultant in establishing human resource departments, conflict resolution, leadership and supervisory development, regulatory compliance, human resource auditing and all other aspects of human resource development and implementation.

She earned her bachelor’s degree in HR Management from Friends University. She is a national member of the Society for Human Resource Management as well as a member of the local chapter in Wichita, KS.

Please notify
 Kristi Hays
 khays@brownmackie.edu
 of corrections to this
 newsletter.
 I welcome your
 comments, ideas and
 suggestions!
 Thank You!



The Arnold Group

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As a leading human resource company, The Arnold Group (TAG) provides a full range of human resources consulting services through on-site and outsourced services and has built its reputation by assisting customer in meeting their business objectives and HR strategy. TAG's staffing and HR management solutions are tailored specifically to our clients' needs, providing them with increased workforce flexibility, productivity and profitability.

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When selecting an HR partner, organizations are seeking to develop strategic relationships with providers that understand their emergent and long-term HR challenges. We believe The Arnold Group offers the unique combination of experience, methodology, and professional commitment that makes us the right choice as your HR partner.

Laura Robertson | Branch Manager

The Arnold Group - A Human Resource Company (TAG)

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Legislative Update

by Pat Sullivan

The calendar year of 2010 has proven to be full of new and challenging legislative initiatives. The current administration has forged full speed ahead with its legislative agenda on the economy, health care, and labor initiatives, with immigration and finance reform on the horizon. In its haste to get some of these initiatives on the books, the administration has failed to supply HR professionals with the detail necessary to implement the initiatives. This is a very interesting time to be an HR professional.

One of the most coveted skills that a HR professional can bring to the table is the ability to change direction in a moments notice without getting so frustrated that clear decisions cannot be made. Due to the lack of detail in many of the legislative initiatives, there will be many changes coming our way. A good example of this is the recent changes made to the Work Opportunity Tax Credit (WOTC), a piece of legislation intended to encourage employers to hire at-risk people into the workforce. Amendments were made to the legislation to allow employers to “reach back” to January, 2009, and get credits for new categories of at-risk people such as “disconnected youth.” No clear path was given on how to accomplish this, although a deadline of August, 2009 was given. When asking for guidance on how to accomplish receiving this tax credit from the government, there was no consistency within any of the regions across the country. In fact, much of the advice given was contradicted from region to region. After all the work was done and the deadline had come and gone, guidance was given by the government, which called for additional attestation forms to be added. The problem was that many of the employees who would have qualified had left employment, and the information necessary to complete the application was no longer available. Consequently, hundreds of thousands of dollars were left on the table for lack of timely guidance from the government.

Another piece of legislation enacted was entitled the Hire Act. This is also a program intended to stimulate the economy by encouraging employers to hire people who were previously out of work. One stipulation to this piece of legislation is that you cannot participate in both the WOTC and the Hire Act. The problem is figuring out which one to participate in. Since it was not possible to know what your real savings was be under the WOTC due to the lack of timely guidance, and having a realistic concern that the rules will change for the Hire Act midstream as they did with WOTC, you could be faced with a best-guess scenario.

My point, before I get too carried away, is that HR professionals are likely to be challenged over the next several years to make sense of new legislative directives that offer little actual detail. You can be of real value to your organization by staying on top of the latest issues, keeping a network of trusted HR friends to bounce ideas off, and making quick transitions when the newest detail emerges. Most organizations can accept going in one direction or another based on the best information available at the time. What they cannot accept is the lack of speed in making the transition when it is found you need to go in another direction.

The next few years will call for all of us to be on our toes at all times, to be alert to new legislation, to have good instincts in leading our organizations, and for us to focus on the job at hand rather than complaining about the things we cannot fix. I am going to start by paying attention to the detail that is not in dispute. For example, I know for sure what postings I am supposed to have in my locations. Since this is supposed to be an article about legislation, I will list the Federal and Kansas poster requirements below:

Federal Laws Requiring Notice Posting

- Age Discrimination in Employment Act (ADEA)
- Consolidated Omnibus Protection Act (COBRA)
- Americans with Disabilities Act (ADA)
- Davis-Bacon Act
- Employee Polygraph Protection Act (EPPA)
- Equal Pay Act (EPA)
- Executive Order 11246
- Executive Order 13201
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Occupational Safety and Health Act (OSHA)
- National Labor Relations Act
- Rehabilitation Act
- Service Contract Act
- Title VII of the Civil Rights Act of 1964
- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Vietnam-Era Veterans' Readjustment Assistance Act (VEVRAA)
- Walsh-Healey Act

Kansas Laws Requiring Notice Posting

- Child Labor Law Poster
- Equal Employment Opportunity Poster (English/Spanish)
- Fair Housing Act Poster
- Workers' Compensation Insurance Poster (English/Spanish)
- Unemployment Compensation Benefits Poster

Let's have a fun next few years!

HR Certification – what is it?

by Deanna Lamer, SPHR

It is a formal process established to show that you know the most current principles and core practices of HR management. In order to be considered a “profession”, there must be a body of knowledge. The functional areas covered by the HR certification exams and the percentage of exam questions are:

Strategic Management - Developing, contributing to and supporting the organization’s mission, vision, values, strategic goals, and objectives; formulating policies; guiding and leading the change process; and evaluating HR’s contributions to organizational effectiveness. (PHR 12%, SPHR 29%)

Workforce Planning and Employment – Developing, implementing and evaluating sourcing, recruitment hiring, orientation, succession planning, retention and organizational exit programs necessary to ensure the workforce’s ability to achieve the organization’s goals and objectives. (PHR 26%, SPHR 17%)

Human Resource Development – Developing, implementing and evaluating activities and programs that address employee training and development, performance appraisal, talent and performance management, and the unique needs of employees, to ensure that the knowledge skills, abilities and performance of the workforce meet current and future organizational and individual need. (PHR 17%, SPHR 17%)

Total Rewards – Developing/selecting, implementing/administering and evaluating compensation and benefits programs for all employee groups that support the organization’s strategic goals, objectives and values. (PHR 16%, SPHR 12%)

Employee and Labor Relations – Analyzing, developing, implementing/administering and evaluating, the workplace relationship between employer and employee, in order to maintain relationships and working conditions that balance employer and employee needs and rights in support of the organization’s strategic goals, objectives and values. (PHR 22%, SPHR 18%)

Risk Management – Developing, implementing/administering and evaluating programs, plans and policies that provide a safe and secure working environment and to protect the organization from liability. (PHR 7%, SPHR 7%)

HR certification is a great way to hone your HR skills as you prepare for the exam.

To be eligible, you must have two years of professional (exempt-level) HR work experience. The HR Certification Institute considers work done at a “professional level” as the equivalent of exempt-level work. For purposes of eligibility for the HR Certification Institute’s exams, professional experience includes supervisory responsibility and/or creative or original work that requires advanced HR knowledge. The two years of experience do not need to be current or sequential. But more recent experience is more likely to coincide with the exam’s content. Please note that the eligibility requirements will change in 2011.

The HR Certification Institute’s website is a great resource about the various certifications, the exam process, and the benefits of certification. The address is www.hrci.org. You can also contact Deanna Lamer, SHRMA certification chairperson, at dlamer@occk.com or 827-9383.

✓ **January 21**

Genetic Information Non-discrimination Act of 2008 ("GINA")

✓ **April 15**

Linda Koci of the Kansas Department of Commerce

Apprentice programs

July 15

Preparing for an HR Audit

Micki Debbrecht
Kennedy and Coe

October 21

Election of Officers and 2011 Planning Session

✓ **February 18**

Round Table Discussion

✓ **May 20**

Jared Hiatt of Clark Mize and Linville

Social media do's and don'ts for employers

August 19

Health Care Reform Updates

Tim Davis, Constangy, Brooks & Smith

**Business meeting will start at 11:30am

November 18

Pros and Cons of pre-employment testing
Ann Feil

✓ **June 17**

*Breakfast meeting

✓ **March 18 ***

*Breakfast meeting

What employers need to consider when implementing a self-funded health insurance plan.

✓ **June 24**

SHRMA'nar

Margaret Morford, speaking on the difference between managing and leading; and also on creative business thinking for success.

September 9 *
State conference

*Breakfast meeting

December 16*

*Breakfast meeting

Holiday Social & Installation of Officers



On behalf of SHRMA,

"THANK YOU" for advertising in our monthly SHRMA Newsletter in our continuing effort to advance the HR Profession and serve the HR Professional.



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