



January 2010

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# E. O. I.

## Exchange of Ideas

### S.H.R.M.A. Chapter #241

## Do you know all you should about GINA?

The Genetic Information Nondiscrimination Act of 2008 ("GINA") became law on May 21, 2008. As with many new laws, there is a great deal of uncertainty regarding the impact of GINA. In his presentation, Larry Michel from Kennedy Berkley Yarnevich & Williamson, will discuss the implications of this new law for employers. Specifically, he will address the purpose of GINA, key definitions, enforcement and exceptions.

Larry's practice is focused on civil litigation, including employment, insurance, and personal injury law. Larry has represented clients at all levels of the state and federal courts. Larry also represents clients in administrative matters such as unemployment and wage claims.



*"Before you are a leader, success is all about yourself. When you become a leader, success is all about growing others."*

*Jack Welch*

# Wichita Area Technical College (WATC)

Wichita Area Technical College (WATC) is dedicated to serving business and industry in south-central Kansas through the delivery of a comprehensive portfolio of programs and services. WATC faculty and staff strive to develop a highly trained workforce that gives Kansas employers a competitive advantage. WATC is committed to providing the training that is needed where it is needed, when it is needed.

## The SHRM® Learning System Course

This professional development program is designed for two audiences:

Participants seeking continuing professional development and a broad overview of the field, and

Participants preparing to take the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification examinations administered by the HR Certification Institute.

This program's instructor has an outstanding record of participants passing the certification exams.

The program uses the SHRM® Learning System which is updated with current HR policies and legislation. As a professional development tool, the Learning System can increase a participant's knowledge of the field of human resources and provide current reference of HR practices. As a certification preparation tool, the Learning System has a measurable track record of success for those qualified to sit for the exam.

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<http://www.watc.edu/business-shrm.php>

# The Importance of Human Resources Audits

By [Allbusiness.com](http://Allbusiness.com)\*  
(Barrie Gross, for Allbusiness.com)

Most employers have gone to tremendous expense and effort to create scores of human resources policies, practices, and procedures that comply with the law and are consistent with their organization's corporate culture. This can include, for example, employee handbooks, administrative guides for managers, performance management systems and guidebooks, succession planning systems, severance plans, and "behind the scenes" processes for onboarding new hires, disciplining or terminating employees, promotion guidelines, and making bonus determinations.

Not all human resources policies, practices, and procedures are committed to writing. But they are used nonetheless. Whether they are written or not, it is vitally important that companies also have a process to ensure that everything stays up-to-date with legal and compliance requirements, and actually works as intended. Conducting human resources audits is one way to do that.

A human resources audit usually involves review of all HR policies, practices, and procedures, whether or not they are formal. It includes reviewing documents, interviewing human resources professionals from different areas of the organization, interviewing some managers at different levels of the organization, and possibly interviewing in-house employment counsel.

The audit can be performed in-house. But it is worth considering whether to use an outside consultant who has no personal stake in what is working and whether everything complies with the law. An outside employment attorney can conduct the audit. And, if set up properly, the audit can be subject to the attorney/client privilege so that its results will not be discoverable in a lawsuit. Or outside counsel can retain the consultant on the company's behalf.

Either way, conducting an HR audit every two or three years can help a company:

- ▶ Identify policies and procedures that need to be updated for changes in the law or compliance rules
- ▶ Identify policies and procedures that are not followed and find out why
- ▶ Find out about unwritten practices and whether there are any legal risks associated with those practices
- ▶ Gauge whether procedures and practices are user friendly and what changes can be made to help assure broader compliance
- ▶ Identify opportunities for new policies or procedures that will help minimize risk
- ▶ Determine whether record-keeping practices are being followed
- ▶ Identify where additional training or communication would be helpful for compliance

An effective HR audit will culminate in a well-organized report. The report includes not only the specific results of the audit, but also a list of recommended actions. And a truly effective list of recommendations is ranked by risk. That way, an organization can see at first glance where its largest or most expensive exposure is and can design reasonable response times to address the issues raised.

HR audits of the proper scope can be expensive. And it is important that business units are solicited for their support before embarking because when the audit is done, there may be changes that will directly impact the units. But most importantly, a company (through its executive management) should be committed to acting on the results of the audit, whether that means retaining outside counsel to perform a detailed legal review of policies, putting together project teams to create or update policies and procedures, designing training courses targeted to minimize risk, or writing a series of employee communications to address some of the issues discovered.

An HR audit can be as broad or narrow as the company wants. Perhaps in one year the audit is limited to written policies and procedures. Perhaps the next year an audit will look at the level of compliance with signed new-hire paperwork, contracts, and agreements. It doesn't matter. Whether an audit is done piecemeal or all at once, the important thing is to have a process in place that ensures the time and money spent on creating elaborate HR programs does not go to waste because they are out-of-date, insufficient, or simply are not followed.

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*Barrie Gross is former Vice President and Senior Corporate Counsel (Employment Law) for an international Fortune 1000 company and is a regular contributor to AllBusiness.com. She is the founder of Barrie Gross Consulting, a human resources training and consulting firm dedicated to assisting companies to manage and develop their human capital. Visit [www.barriegrossconsulting.com](http://www.barriegrossconsulting.com) to learn more about Barrie and the services BGC provides.*

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## SHRMA Members,

I won't remind you how many days are left until W-2's need to be sent, but I will give you a preview of what to expect in 2010.

- \* Breakfast meetings - 1 per quarter, beginning in March
- \* Excellent information - great programs and educational opportunities throughout this year
- \* Community outreach - SHRMA working with other community agencies to provide outreach on workplace violence
- \* Certification - more support for members interested in obtaining HRCI certification
- \* Census - support our community by supporting census efforts - don't forget, "We Count"!

Our board is a dedicated group working hard to make sure you have value in your SHRMA investment. In 2010, we will once again aim to "serve the professional, and advance the profession". Hope you can join us!

Sincerely,

Natalie Fischer, PHR

SHRMA Chapter President

## SHRMA is looking for sponsors for our monthly meetings!

### It is quick and easy to sponsor a meeting

\*\$100 fee payable at the meeting

\*one meal is included

\*you "advertise" your organization or service with a 4 to 5 minute presentation

### Benefits

\*inexpensive way to advertise your organization/services

\*captive audience of HR professionals

\*great way to hand out flyers/business cards

If interested, please contact

Ann Conway 493-4423 or [aconway@grainbeltsupply.com](mailto:aconway@grainbeltsupply.com)

Jeannie Blue 825-1561 or [blue@kcoe.com](mailto:blue@kcoe.com)

Kasi Morales 826-2239 or [kasim@sunflowerbank.com](mailto:kasim@sunflowerbank.com)

Lexy Schwarz 825-2151 or [lschwarz@salinaymca.com](mailto:lschwarz@salinaymca.com)

# 2010 SHRMA Meetings

**January 21**

Genetic Information  
Nondiscrimination Act of  
2008 ("GINA")

**April 15**

**July 15**

**October 21**

**February 18**

**May 20**

**August 19**

**November 18**

**March 18 \***

\*Breakfast meeting

**June\***

**SHRMA'nar**

\*Breakfast meeting

**September \***

**State conference**

\*Breakfast meeting

**December 16**

\*Breakfast meeting



**SHRMA Website:**

[www.shrmaofsalina.com](http://www.shrmaofsalina.com)

# 2009 SHRMA Diversity and Inclusion Award



*In efforts to promote diversity and inclusion in our community, Salina Human Resource Management Assn. (SHRMA) would like to recognize an employer who has excelled in this area.*

*The 3 initiatives that earned the organizations "2009 SHRMA Diversity and Inclusion Awards" will be recognized January meeting.*

*Salina Area Technical College has targeted diverse populations and focused on improving accessibility.*

*City of Salina "Second Review Process" has been effective in increasing the number of minorities and females interviewed.*

*Sunflower Bank, N.A. Leader Effectiveness Training (L.E.T.).*

*L.E.T. offers a leadership model and comprehensive set of tools to become a more effective leader.*

## 2010 SHRMA EXECUTIVE BOARD MEMBERS OFFICERS

Chapter President: Natalie Fischer

President-Elect: Marc Ziegler

Secretary: Kasi Morales

Treasurer: Sharilyn Brull

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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# 3<sup>rd</sup> Annual KS SHRM 2009 Employment Law & Legislative Conference

Location: Capitol Plaza Hotel - Topeka, KS  
February 11-12, 2010

The KS SHRM Employment Law and Legislative Conference provides the information you need to stay informed about the latest legislative issues at the federal and state level, as well as judicial and regulatory actions that affect how you conduct day-to-day HR business. Employment law experts will share their knowledge on current hot topics, legislators will discuss legislation affecting Kansas employers, and conference attendees will have the opportunity to network with HR professionals from around the state.

#### HRCI credits available:

- 3 hours of Strategic HRCI credit has been applied for the afternoon training session on February 11, 2010.
- 6.5 hours of General HRCI credit has been applied for the full day on February 12, 2010.

#### Registration Fees:

SHRM Members (National or Local)

- \$185 on or before January 20, 2010
- \$215 after January 20, 2010

Non-SHRM Members

- \$210 on or before January 20, 2010
- \$240 after January 20, 2010

Additional registration required for Conference Legislative Dinner on February 11, 2010.

#### Hotel Reservations:

A block of rooms have been reserved for \$92/night at the Capital Plaza Hotel for conference registrants. Call 1-800-579-7937 to reserve your room.

#### Registrations:

To register visit [www.ksshrm.com](http://www.ksshrm.com).

