

**REGISTER TO
ATTEND BY:
NOON
FRIDAY, FEB. 9TH**

Members that receive e-mail notification of upcoming meetings and workshops can now register by replying to the notice. When replying, put "Registration" in the subject line. The body of the message needs to include the name of the person registering. If more than one person from an organization is attending the meeting, the e-mail can include multiple registrant names. Be sure to indicate if someone is a guest.

For those members that do not receive e-mail notification of upcoming meetings, you can also register via e-mail by sending a message to: lhrma0048@yahoo.com.

Members can still register for meetings by calling LHRMA's automated voice mail system at 434-6554.

The same registration deadlines, late and no-show fees still apply if you register by e-mail or voice mail. The deadline to register for this meeting or to cancel your registration is by noon on Friday, Feb. 9 2007. Let us know if you plan to attend.

Remember... cancellations need to be called in to the voice mail system at 434-6554 or by email at lhrma0048@yahoo.com by noon on Friday, Feb. 9, 2007. Remember...if you registered but do not attend the meeting, you will be charged an extra \$5.00 in addition to the cost of the meeting! Accommodating for late registrations cause a big problem for the restaurant in terms of providing enough food and seating space for late registrants. ***Please try your hardest to register by the noon deadline.***

FEBRUARY 13TH LUNCHEON MEETING:

VALENTINE'S DAY VIGNETTE'S (LEGALLY SPEAKING)

Speaker:	Mark Fahleson and Sarah Pillen
When:	Tuesday, February 13, 2007
Where:	Hi-Mark Golf Course Banquet Hall, 8901 Augusta Drive (turn east off of south 84th Street onto Augusta Drive)
Registration:	11:00 a.m. - 11:30 a.m.
Meal & Program:	11:30 a.m. - 1:00 p.m.
Cost:	\$15.00
Meal:	Chicken Monterey, rice pilaf, green beans almandine, tossed salad and brownies

ABOUT OUR PROGRAM: VALENTINE'S DAY VIGNETTE'S

Valentine's Day is almost upon us, so what better time to review the latest legal trends when it comes to such things as love in the workplace. Mark Fahleson and Sarah Pillen, attorneys with Rembolt Ludtke LLP, will provide us with an entertaining and educational presentation on recent developments on unlawful harassment, discrimination, wage and hour laws, vacation pay and other workplace law issues. So avoid getting struck by Cupid and join us on February 13th for a "love"ly time.

ABOUT OUR SPEAKERS: MARK FAHLESON



Mark graduated with high distinction from the University of Nebraska College of Law. He served as a judicial clerk to judge D. Nick Caporale of the Nebraska Supreme Court. He is currently a partner with Rembolt Ludtke LLP in Lincoln where his practice centers on management-side employment and labor law, employee benefits and workers' compensation defense. Fahleson is also an adjunct professor at the University of Nebraska College of Law teaching employment law.

Read About Our Speaker, Sarah Pillen on Page 7 of This Month's Issue.

President's Message

Carmen Wiles, President



I am pleased to say that our first meeting went well at The Cornhusker Hotel with 90 members in attendance. The speaker, Mick Occhiuto, co-founder of Merritt-Gentry Group, an Omaha NE based insurance industry consultancy, presented "Sharpening the Sword". He identified key HR trends and what they mean for HR professionals and what we can do to manage them. In the end, he said to "Be prepared to be stressed! And the one thing we can do to help manage the stress is to manage change by leading change. You can do this by:

- Being good to yourself!
- Using an effective action planning worksheet.
- De-Cluttering your life
- Making time to pursue...your dreams.

If you are interested in having a copy of Mick's PowerPoint presentation, please contact Mark Pankoke, Programs Chair, mpankoke@johnhenrysplumbing.com. He can email you the presentation.

If you weren't able to come to the January meeting, I hope you plan to attend our February meeting, on the 13th, to hear Mark Fahleson and Sara Pillen, Attorneys at Law, with Rembolt Ludtke LLP. It will be at the Hi-Mark Banquet Facility. They will give you a legal perspective on a variety of human resource topics. February's meeting will also recognize our local college SHRM chapters. Julie Singh, our Workforce Readiness Chair and College Relations Chair has invited students from the UNL, Doane, and NE Wesleyan chapters to attend and share with you what they are doing this year on campus. We will introduce those in attendance and hopefully you will have a chance to visit with each

of them. We will also have a book of student resumes from the chapters. If you have a staffing need for a quality human resource professional or a student intern, this will be your chance to get a jump start on your recruiting.

If you have been considering joining SHRM now would be the time to do it. LHRMA is now holding a special SHRM \$99 drive, a \$61 dollar savings. Please see our ad in this month's letter for details. It would be well worth your time to read it and worthwhile investment!

The Board held their first meeting of the New Year and finalized a list of goals and initiatives for this year. You can find the entire list in this month's letter. It is our intent to align our goals with the NE SHRM State Council and SHRM and each Board member has identified a list of goals for their board position and they each welcome any ideas that would help them achieve the chapter goals. Please don't hesitate to share your ideas with any of the Board members. We hope to make this year another successful year. On January 19th, a number of Board members attended a leadership conference in York, NE. The annual conference was hosted by the NE SHRM State Council. It was a great time for Board members to exchange and share ideas with other NE SHRM Chapters.

I look forward to seeing all of you at our February meeting.

Carmen Wiles

Sincerely,
Carmen Wiles



HR RESOURCE ARTICLES

WE WELCOME YOUR ARTICLES.

IF YOU HAVE SOMETHING THAT IS NEWSWORTHY FOR OUR NEWSLETTER PLEASE SUBMIT A REQUEST TO PUBLISH YOUR INFORMATION.

YOU CAN DO THIS BY SENDING IT E-MAIL TO THE SECRETARY/PUBLICITY CHAIR, ELLY HARDEKOPF AT: ELLY.HARDEKOPF@MOLEX.COM

FUTURE PROGRAMS

Tuesday, March 13, 2007

Duad Program in conjunction with ASTD.

Tuesday, April 10, 2007

BOARD MEETING RECAP:

- Established goals for the 2007 LHRMA Board year
- Member changes will now be printed in the LHRMA Resource
- A member survey may be done in 2007
- Need more people to sign up for Certification Classes

LEGAL UPDATE

The Duty to Monitor Employee E-mail

by Jack L. Shultz, *HARDING, SHULTZ & DOWNS* • Lincoln, Nebraska

On December 27, 2005, the Appellate Division of the New Jersey Superior Court issued a ruling about an employer's duty to monitor employee e-mail which has received considerable comment during calendar year 2006. In fact, it is suggested by some commentators that the December 2005 decision involving XYC Corporation is likely to be followed in many jurisdictions in the years to come. Due to the growing level of interest, employers should carefully consider whether they have a duty to monitor employee e-mail. The December 2005 decision provides some helpful analysis on this question.

The Parties

The employee involved in this case and the plaintiff were married in October 2000. The plaintiff had a daughter who was approximately ten years old at the time of the case. The daughter had been present at the defendant Corporation's headquarters for Take Your Daughter To Work Day and had attended company outings. As a result, company supervisory personnel were aware that the defendant had married a woman with a young child.

The Problem

For about five months prior to the employee's arrest on June 21, 2001, the employee had been secretly videotaping and photographing the daughter at their home in nude and semi-nude positions. The week before his arrest, the employee transmitted three of the clandestinely-taken photos of the daughter over the Internet from his workplace computer to a child pornography site in order to gain access to the site.

The Problem at Work

The employee was employed as an accountant and worked in a small cubicle located along a wall which also contained the cubicle of another accountant, as well as the corner offices of the company's Director of Finance and the company's Controller. The

cubicles had no doors and opened into a hallway. As early as 1998, the defendant's former Internet Services Manager informed the defendant's Senior Network Administrator that he had noted after reviewing computer log reports that the employee had been visiting pornographic sites. The two supervisors told the employee to stop the activity but did not inform any other supervisors. The employee apparently did not stop using his at-work computer to access pornographic websites and numerous co-workers complained to supervisors about the conduct of the employee in immediately minimizing images on his computer screen whenever co-workers would approach his cubicle. Moreover, a number of co-workers complained that they were able to observe some images on the employee's computer screen which appeared to be either "sexy" or "pornographic." Various supervisors monitored enough of the employee's computer use to become convinced that the employee was continuing to visit pornographic websites. The employee was told again to stop the activity and he promised to do so. The latest reprimand was confirmed in an e-mail on March 7, 2001, and the activities appeared to stop. However, in early June 2001, the employee's immediate supervisor saw evidence that the employee had started visiting the pornographic websites again, but the supervisor did not tell anyone in the company before he left on a business trip, and he did not return until after the employee's arrest on child pornography charges.

The Lawsuit

The lawsuit filed in February 2004 alleged that XYC Corporation knew or should have known that the employee was using its computer and Internet access at his work station to view and download child pornography and to interact with child pornography websites. As a consequence, the complaint alleged that the employer had a duty to report

the employee to proper authorities for crimes committed on its property during the course of the workday, but that the employer negligently, carelessly and with reckless indifference breached that duty. As a result, the complaint alleged that the employee was able to clandestinely photograph and molest his stepdaughter, resulting in the stepdaughter suffering harm. The trial court granted summary judgment for the employer, and the Appellate Division reversed. On appeal, the Court considered the following issues:

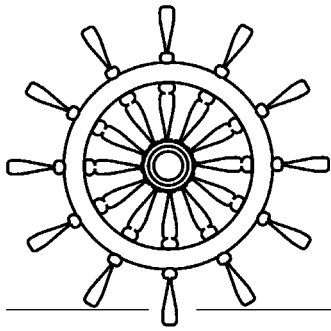
1. Ability to Monitor

The Court noted that the employer possessed and could have implemented software which would have permitted it to monitor Internet activities. The Company officials admitted that they knew about software (such as Web Trends) which would allow the Company to monitor where any employee goes on the Internet and for how long they visit a particular website. Company officials acknowledged that the employer's network maintained log files by date and that each daily file identified all websites accessed on each particular day. By entering an assigned code, the Company could have isolated all of the employee's websites visited for any given day for months and could have opened those websites to determine which websites were being visited.

2. Right to Monitor

The defendant employer argued that the privacy interests of the employee should prevail over the defendant employer's right to monitor his computer use at work. The Court on appeal disagreed. The Court relied upon a University of Nebraska case decided by the United States Court of Appeals for the Eighth Circuit in 2005 where an employee was terminated by the University based upon information obtained in a search of his workplace

Continued on Page 5.



DIVERSITY HUB

PRIMARY LANGUAGE USE PLAYS KEY ROLE, EXPERTS SAY

By Rebecca R. Hastings

The pace of demographic changes in the United States is increasing the likelihood that multiple languages will be used during the workday. Though some employers may be tempted to control language use, doing so may cause far more harm than they realize, says a law professor who has studied the impact of English-only rules. “Language use helps develop social bonds,” says Cristina Rodríguez, assistant professor of law at New York University School of Law and author of the article *Language Diversity in the Workplace*, published in a 2006 edition of the *Northwestern University Law Review*. She says English-only rules might hinder the development of relationships with co-workers, the relationship between the workplace and the community in which it is located, and even the ability of language communities to sustain their existence.

“The worker’s associative interests should be protected, because the workplace functions not just as a commercial setting but as a social institution,” Rodríguez said in her paper. “We negotiate a lot of our social problems in the workplace because it’s where we spend so much of our time, and it’s where adults most often come into contact with people who are different from them,” she says. “It’s also where most of our social relationships form.” But Rodríguez says some people think use of a language other than English should be limited to family interactions, which can result in English-only rules designed to push languages outside of the public sphere, she says. “Of course a lot depends on the type of English-only rules an employer adopts;

they won’t have all the same impact,” she adds.

THE CHALLENGES OF LANGUAGE USE AT WORK

Rodríguez does acknowledge the challenges of multiple languages in a workplace. “The most important challenge is that it makes it difficult for employees to work together and to build esprit de corps,” she says. “If you have employees who separate themselves by languages it makes it difficult to establish solidarity in the workplace.” Rodríguez says employees might complain about perceived harassment from those speaking a language they don’t understand.

Employers must determine when use of other languages at work is problematic. For example, Rodríguez says, most people accept safety considerations as a legitimate reason for speaking English. However, she says that some roles, such as 911 operators, may actually increase the need for multiple languages to improve public safety. Use of other languages can make it difficult for managers to monitor what is going on in the workplace, causing managers to fear a loss of supervisory authority, Rodríguez says. But she dismisses another common employer concern—customer complaints—as being the least legitimate issue: “The customer’s interest in being insulated from hearing other languages is limited,” she says.

GOOD COMMUNICATION TAKES EFFORT

“If you communicate in one language only, then there’s a good chance that not everyone is fully receiving

the information,” says Leslie Aguilar, language expert, author of *Ouch! That Stereotype Hurts* (The Walk the Talk Co., 2006) and member of the SHRM Workforce Diversity Special Expertise Panel. “You want your information to get across successfully; but just because you’re sending the information doesn’t mean it’s being received.” “The fact that someone is able to speak English does not mean they are an effective communicator in English,” Rodríguez agrees. “Some English-only rules assume employees can function sufficiently in all aspects of English, when they may be more effective if they can use their own language,” she says.

As a result, translation of documents such as employee handbooks into multiple languages may be worthwhile for employers, Rodríguez says, if doing so helps employees be more effective. Aguilar says employers need to consider a number of issues when multiple languages exist in a workplace, such as how to communicate performance feedback, how to address employee tensions associated with language, what language-related policies are needed, and how to design orientation programs.

Alternatively, Rodríguez says, employers can take a “hands off” approach to managing multiple languages. But if complaints do arise, she suggests talking just to the employees involved rather than adopting a rule that affects everyone. “That kind of overreaction creates a culture where the speaking of other languages is not necessarily valued,” she says, adding that such policies often

See Diversity Hub on Page 5.

LEGAL UPDATE

Continued From Page 3.

computer files. In that case, the Court concluded that the employee did not have a constitutionally protected privacy interest in his work computer. In the case in question, the Court noted that the defendant Company had established an e-mail policy which stated that all messages composed, sent or received on the e-mail system are and remain the property of the Company and are not the private property of any employee. The policy also reserved the right to monitor all e-mail and Internet access. Therefore, the Court concluded that the employee had no legitimate expectation of privacy that would prevent the employer from accessing his computer to determine if he was using it to view adult or child pornography.

3. Knowledge

The Court took little time in concluding that the employer was on notice that the employee was viewing pornography on his workplace computer and that the websites included child pornography websites. Numerous supervisors of the employer came across or had reported to them the kind and type of activity being engaged in by the employee.

4. Duty to Prevent

The Court started its analysis on this issue by noting that it is a crime under both state and federal law to possess or view child pornography. Given the public policy against child pornography, the Court concluded that the employer had a duty to report the employee's activities to the proper authorities and to take effective internal action to stop those activities whether by termination or some less drastic remedy.

5. Breach

The Court analyzed the proximate cause of injury issues by analyzing whether the harm of the stepdaughter could have been averted. The Court noted that even though the employee used the defendant employer's computer to visit the pornographic websites, the employee could have used a computer elsewhere, such as at home or at a library to transmit the photos of the

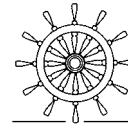
stepdaughter. The Court noted that this simply presented a contested issue for a jury and that summary judgment was therefore inappropriate. The Court noted that the second proximate cause question was whether the stepdaughter suffered some harm as a result of the Internet transmission of her photos. The Court noted that the harm could be psychological in nature but also noted that there must be a showing of some harm proximately caused by the defendant employer's breach of duty. Because the record was not developed on this point, the appellate court reversed and remanded the case for further proceedings.

Conclusion

Computers are a great assistance to any employer in managing the business, taking orders and maintaining records. However, this case illustrates the fact that some employees will inappropriately utilize computers and Internet access while at work, even though the employer has rules prohibiting such conduct. In addition to drafting a carefully worded policy allowing the Company to monitor Internet access and computer usage, prudent employers should also consider establishing internal software controls which will either prohibit access to inappropriate websites or provide notification to senior management of such access. While it is true that the law in this area is still developing, employers should establish a process of corrective action or discipline sufficient to compel compliance with its Internet access policies. Failure to do so might result in litigation of the type raised in this case.

Editor's Note: This article is not intended to provide legal advice to our readers. Rather, this article is intended to alert our readers to new and developing issues and to provide some common sense answers to complex legal questions. Readers are urged to consult their own legal counsel or the author of this article if the reader wishes to obtain a specific legal opinion regarding how these legal standards may apply to their particular circumstances. The author of this article, Jack L. Shultz, can be contacted at 402/434-3000, or at Harding & Shultz, P.C., L.L.O., P.O. Box 82028, Lincoln, NE 68501-2028, or jsbultz@bslegalfirm.com.

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DIVERSITY HUB

Continued From Page 4.

foster resentment and may separate employees and make them disinclined to engage people across language or ethnic groups.

"If you enforce an English-only rule you create a workplace where you are not allowing people who speak English less well than their other language to do their best thinking or their best work," Aguilar says. This, she says, can result in the "fear factor," where people are afraid to speak up. But she says it also can result in the "fatigue factor." "Speaking your own language is relaxing; speaking someone else's language is draining." The goal, according to Rodríguez, is to create a culture where language is not seen as a barrier to communication. "There's no doubt English is the language of economic success [in the United States], but we still have a better environment when we value the language of our employees and our customers," Aguilar says.

Ultimately, Aguilar recommends, employers should strive for a workplace where there's a little room for everybody and everyone is trying to communicate well.

From the SHRM on-line Diversity Focus area. Rebecca R. Hastings, SPHR, is online writer/editor for SHRM.

ATTENDANCE DRAWING WINNER

Who Says There's No Such Thing as a Free Lunch? Congratulations to Darci Spence, Human Resources Manager with Nebraska Book Co. Darci will receive free registration at the February 2007 meeting!

New LHRMA Members

Angela Finch
HR Manager
Holiday Inn Downtown
afinch@mhosp.com

Madhavi Bhadbhade
Program Coordinador
NE Workforce Development
mbhadbhade@dol.state.ne.us

Robert Williams
HR Specialist
Lester Electrical
robwi@lesterelectrical.com

Kathleen Reiter SPHR
HR Manager
Parker Hannifin
kreiter@parker.com

Cara Ramaekers
Employment Coordinator
Bryan LGH Hospital
Cara.ramaekers@bryanlgh.org

Larry Koerner
HR & Purchasing Mgr.
Bunge Milling
larry.koerner@bunge.com

Kelly White
Self Contractor
gertafredwhite@aol.com

Welcome — you have joined an outstanding organization!

LHRMA MEMBER CHANGES

Check and verify your name and address on this month's LHResource for accuracy. Please contact Veda Armstrong our LHRMA Administrative Assistant, for any of your personal job and address changes. Please either email your changes to Veda at varmstrong@familyservicelincoln.org or by telephone at 402.441-7949.

HEALTH SAVINGS ACCOUNTS TO THE RESCUE

By Jan Sheridan, Vice President—Cash Management, Union Bank & Trust Company

Health Savings Accounts are looking more and more attractive all the time. The accounts, which were created in 2003, are getting a lot of attention these days, especially since President Bush recently signed into law a bill that sweetens their potential as savings vehicles.

HSAs were created to encourage people to choose high deductible insurance plans—either from an employer or purchased on their own—to take control of their healthcare spending, and ultimately, bring down medical costs. High deductible plans are increasingly popular among employers because they are less expensive than traditional plans. HSAs allow families enrolled in such plans save money tax-free to pay their out-of-pocket expenses. Contributions, earnings and withdrawals used for qualified medical expenses are all tax-free.

Regardless of where you get your health plan, the HSA is yours. You decide how much to contribute, how much of the account to use for medical expenses, and which medical expenses to pay from your account. You also choose whether to pay for medical expenses from the account or save it for future use. Even if you change jobs or move to another state the Health Savings Account is yours.

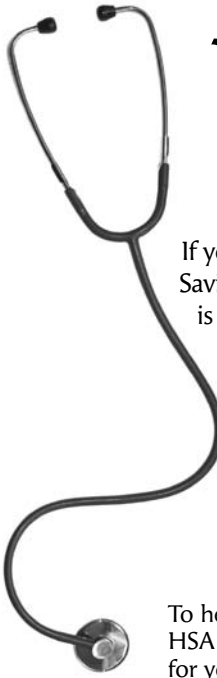
Unlike some other types of accounts, you don't lose HSA funds at the end of the year. Unspent balances remain in your account earning interest until you spend them on medical care. This should be a strong incentive for you to spend wisely on your medical care, just like you do on other items you purchase. You'll want to shop

around for the best value for your health care dollars.

Beginning in 2007, you must have a qualified high deductible health plan with a deductible of at least \$1,100 for an individual, or \$2,200 for families to open a HSA. An individual will be allowed to contribute up to \$2,850 a year to the account; for families, the limit is \$5,650.

To maximize your HSA, start young. Contributing regularly will get you a lot further if there are decades to do it. And, even though you're allowed to spend the money on health expenses before retirement, try to cover those costs with other funds. When you reach age 65 the HSA savings can be used for non-health expenses without penalty. Those withdrawals are simply taxed as income, much like a 401(k).

If you are interested in more information Health Savings Accounts, please contact Bobbi Hanigan with Union Bank and Trust at 323-1482.



HSA

Lower Costs. More Benefit Dollars.

If you haven't considered a Health Savings Account for your business, now is the perfect time. Our professionals will educate you about the details of this emerging health care financing option. We'll take the time to understand your unique needs and tailor a solution that benefits both you and your employees.

To hear how an HSA can work for you, contact:

Bobbi Hanigan
323-1482
or send email to:
hsa@ubt.com

www.ubt.com

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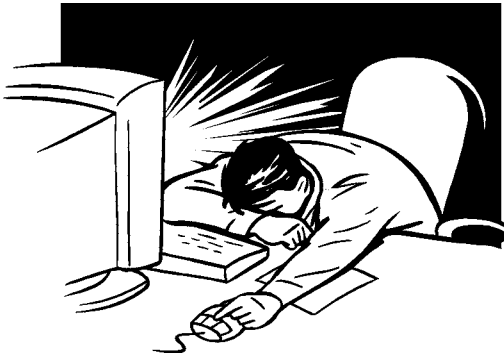
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EXTRA!! ★

EAP CORNER NEWS

We're here to help.

RESOLVE TO MAKE SLEEP A TOP PRIORITY IN 2007!



We make a lot of New Year's resolutions this time of year like losing weight, starting an exercise program, getting out of debt, becoming more organized and on and on. Here is a suggestion for one you may not have given much thought to, that could change every aspect of your life. **Resolve to pay attention to your sleep habits**—both quantity and quality of sleep. The benefits could be life changing and profoundly impact your overall health and well being!

According to the National Institute of Neurological Disorders and Stroke "Each year, there are about 40 million people in the US who suffer from sleeping disorders. Additionally, 20 million have occasional sleeping problems." That's a lot of people trying to function in our fast paced world with less than optimal body and mind restoration.

A study at the University of Pennsylvania published in 2003 documented a growing list of health risks from sleep deprivation., linking it to increased risk of heart disease, diabetes, and obesity. The Department of Transportation reports each year on the number of car crashes that can be directly linked to sleep deprivation—the latest report citing over 100,000

crashes. Some folks don't even realize they are too impaired to drive because they've been chronically sleep deprived.

So exactly how much sleep is enough? Research from the Department of Health and Human Services (Nov. '05) suggests "When healthy adults are given unlimited opportunity to sleep, they sleep on average between 8 and 8.5 hours a night. But sleep needs vary from person to person. Some people appear to need only about 7 hours to avoid problem sleepiness whereas others need 9 or more per night. Sleep needs also change throughout the lifecycle." The important thing is to know your own patterns and functionality.

Feeling tired occasionally is perfectly normal, but it becomes not normal when sleepiness interferes with activities like: dozing while reading the newspaper, during business meetings, or while sitting at a red light. Slowed thinking, trouble paying attention, heavy eyelids, and feeling irritable are all signs your sleep is not adequate. **The bottom line is that you should sleep for the number of hours it takes for you to feel rested, refreshed and fully alert the next day.**

If you are sleeping an adequate amount and you still feel drowsy during your day, or if adjusting your sleeping habits hasn't helped, then you should talk with your health care provider. Overwhelming daytime sleepiness could be due to a number of sleep disorders. Some people sleep, but the quality of their sleep is not good. If you look at the brain as a rechargeable flashlight, some people don't hold

See EAP Corner News on Page 8.

ABOUT OUR SPEAKERS:

Continued From Page 1.



SARAH PILLEN

Sarah received her Juris Doctor from Creighton University School of Law. She is an associate within Rembolt Ludtke's growing Employment department. She focuses on labor and employment matters of concern to employers, including: employment discrimination, contracts, non-competition agreements, Wage/hour regulations, FMLA and ADA issues.

JUNIOR ACHIEVEMENT CONTEST WINNERS

LaDonna Humphrey, Marian Layman, and Julie Singh represented Lincoln Human Resource Management Association in Junior Achievement's 2006 Officer Interviews and Contests as judges for the VP Human Resources of the Year Contest. Marian Layman and Julie Singh attended the Junior Achievement Future Unlimited Awards Banquet at the Cornhusker Marriott Hotel on December 21, 2006. They presented the VP Human Resources of the Year winner award to Jessie Frederick of Successful Achievement of the Youth (SAY!) company, sponsored by Assurity Security Group Inc. and the VP Human Resources of the Year runner-up award to Becca Hurst of Opes Fortune company, sponsored by B&R Stores/Super Saver.

SHRM New Member Enrollment Only \$99.00 Through April

From February 1 through April 30, 2007, you can join SHRM for only \$99!! This is a \$70 savings from the normal rate. This special rate applies to LHRMA members who have NEVER been members of SHRM or who have let their membership lapse for longer than one year. (This special rate does NOT include regular renewals). Check out all the advantages to help you grow in your profession at www.sbrm.org or e-mail sbrm@sbrm.org. SHRM applications may be downloaded from www.sbrm.org or may be obtained by contacting membership@lincolnbr.org. Complete a SHRM applications and mail it with your \$99 check, made payable to SHRM, to:

Kara Strong,
Membership Chair
P.O. Box 81066
Lincoln, NE 68501

Do Not mail the application to SHRM; we will do that for you. We will include the subsidy portion with your application and your check for \$99. Enjoy the benefits of SHRM 24/7, 365 days/year online, and stay in the forefront of the HR management profession.

Membership Updates:

Chris Seda, SPHR
HR Generalist
AAA Life Insurance Company.
2424 South 130th Circle
Omaha, NE 68144
402-691-2216
cseda@aaalife.com

EAP CORNER NEWS

Continued From Page 7.

the charge very well. Treatment is available, and a sleep study could help detect your sleep issues.

The American Academy of Sleep Medicine published an article by James Walsh, Ph.D. of the National Sleep Foundation that included some

“Tips for Better Sleep”

- * Keep a regular sleep-wake cycle. Try to go to bed and wake up at the same time every day.
- * Avoid caffeine, alcohol, and nicotine in the four to six hours before bedtime.
- * Don't exercise within two hours of bedtime. Exercising five or six hours before bedtime may help you sleep more soundly.
- * Don't eat large meals within two hours of bedtime.
- * Don't nap later than 3 p.m.
- * Sleep in a dark, quiet room with a comfortable temperature.
- * If you can't fall asleep within 20 minutes, do a quiet activity somewhere else and return to bed when you're sleepy.
- * Wind down in the 30 minutes before bedtime with a relaxing pre-sleep ritual such as a warm bath, soft music, or reading.

When was the last time you slept like a baby? **Quality of sleep is as important as quantity.** People whose sleep is inadequate in time or interrupted by apnea, insomnia, frequent urination problems or other health issues miss out on the benefits of deep restorative sleep. The kind of sleep that effects growth and repair of cells, learning



and memory function, total relaxation of muscles, modulation of blood sugars and all the basic systems of the body. To say nothing about how restorative sleep allows for better emotional well being. **Sometimes a good night's sleep can be the best bridge between hope and despair.**

Do yourself a favor in 2007, **resolve to sleep well.** Doesn't everything you do during the day – driving, working, spending time with family and friends ...deserve your best effort? If you continue to have issues with sleep and have consulted your physician for any needed medical help, maybe visiting with your EAP counselor could help with yet unmanaged anxiety or stresses that interfere. If your EAP is **DIRECTIONS EAP, LLC** please call today 402-434-2900 or 800-563-8201 and don't miss another day not being alert, awake, alive, enthusiastic!

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Lincoln Human Resource Management Association

AFFILIATE OF



SOCIETY FOR HUMAN RESOURCE MANAGEMENT

2007 PHR/SPHR SPRING CERTIFICATION PREP COURSE
PLACE: BryanLGH East, S. 48th Room to be announced
DATE: February 5 - April 30, 2007
TIME: 5:30 - 8:30 PM (Monday Evenings)
CERTIFICATION EXAM: May 1 - June 30

THIS PROGRAM IS DESIGNED FOR:

Professionals desiring a review course in preparing for the HRCI exam. To earn the PHR or SPHR designation, the candidate must have 2 years of exempt-level HR experience or meet student eligibility requirements.

CERTIFICATION COURSE INSTRUCTIONAL FORMAT AND MATERIAL:

The Certification Course uses a lecture format that encompasses the six functional areas that make up the new test specifications effective with the May 2002 HRCI Certification Exam.

- Strategic Management • Workforce Planning & Development • Total Rewards • Human Resource Development • Employee & Labor Relations • Risk Management •

Classes are held one night per week, three (3) hour sessions, for 13 weeks. LHRMA instructors are certified practitioners in Human Resources and are able to provide both practical and technical expertise to participants.

The core text for the certification study course is "Human Resource Management" (11th edition) by Robert L. Mathis and John H. Jackson. You may purchase the text books on your own. The best rates available are at the SHRMstore (www.shrm.org).

- o Human Resource Management (Mathis) \$153.95/\$136.95 o Text plus Study Guide \$175.95/\$155.95 o Study Guide only \$46.95/\$42.95

CERTIFICATION COURSE ENROLLMENT AND FEES/CANCELLATION POLICY:

Fees: \$40 for LHRMA members } (NOTE: Fees do not include the cost of the HRCI Certification Exam.)
\$50 for non-LHRMA members }

Registration Deadline: February 5, 2007

Cancellation Policy: Registration fees will be refunded in full for cancellations received by Monday, 2/05/2007. Refunds will not be given for any study materials received.

TO ENROLL COMPLETE THE REGISTRATION FORM BELOW AND MAIL WITH PAYMENT

You will only be contacted prior to the start of class if there is a problem with your registration. Your cancelled check is your receipt. Contact Ruth Jones, Certification Director, at (402) 479-9332, via fax (402) 479-9315 or jones@danacole.com if you have any questions.

NAME: _____
TITLE: _____
COMPANY: _____
ADDRESS: _____
PHONE: _____ FAX: _____ E-MAIL: _____

Do you plan on taking the Spring exam? [] YES [] NO If yes, which exam will you take? [] PHR [] SPHR

MAIL FORM WITH A CHECK PAYABLE TO LHRMA: LHRMA, P.O. Box 81066, LINCOLN, NE 68501

2007 LHRMA CHAPTER GOALS:

GOVERNMENTAL AFFAIRS

**President-Elect and Government Relations Chair,
Cathy Maddox PHR**

1. Monitor and evaluate pending state and local public policy issues by monitoring the bills introduced at the legislative session, which may impact the HR profession.
2. Partner with the SHRM Governmental Affairs Department to achieve the strategic public policy objectives of the HR profession.
3. Serve as the key contact for all public policy activities for the chapter.
4. Distribute regular summaries and status reports of pending public policy issues to chapter members.
5. Host regular legislative activities.
6. Incorporate public policy activities into the chapter programs such as offering brief public policy updates, demonstrations on using HRVoice, or host an elected official at one of the chapter meetings.

MEMBERSHIP

**Membership Chair,
Kara Strong, CPC**

1. Put a process in place to measure growth, new member acquisition and member retention.
2. Maintain a member retention rate of 85%.
3. Increase chapter membership by 5%.
4. Increase SHRM membership by 5%.
5. Utilize other resources found in the "Membership and At-Large" link in the Resources for Chapter" section of the SHRM website.

TREASURER/REGISTRATION

**Treasurer/Registration Chair,
Kari Andersen**

1. Reconcile the bank account and report financial status to the Board through monthly treasurer reports.
2. Prepare an annual budget and present to the Board at the February Board meeting.

3. Arrange for the yearly audit of the books using an appointed audit committee.
4. Develop an investment policy for excess fund (funds not currently required for normal operating expenses) for Board approval.
5. Work to determine if we have a one year operating budget in reserves and ensure it is at the maximum earnings potential, while taking into consideration the degree of risk and cost.
6. Work with the Administrative Assistant to ensure that the on-line web payment process is working effectively.

SECRETARY/NEWSLETTER

**Secretary and Newsletter Chair,
Elly Hardekopf PHR**

1. Publish tips in the LHRMA Resource on the use of the SHRM website.
2. Interview a LHRMA attendee at the Annual SHRM National Conference and publish an article about their experience at the conference.
3. Use the Chapter camera and take more photos of chapter events and programs to better publicize the events.

PROGRAMS

**Programs Chair,
Mark Pankoke**

1. Continue to seek pre-approval for eligible continuing education events for monthly program meetings/workshops.
2. Serve as the World at Work Network Chapter Representative and work to promote the World at Work workshops on the website and in the newsletter.
3. Help to increase the LHRMA attendance at the State Conference and begin promoting the conference much earlier in the year.
4. Explore using Monkey Survey.com for program evaluations.

DIVERSITY

**Diversity Chair,
Joyce Welsch, JD, SPHR**

1. Assure that diversity leadership is represented on the chapter level.
2. Hold at least one diversity presentation at a chapter meeting.
3. Establish a diversity successful practices sharing opportunity.
4. Increase diversity of the chapter board and membership.
5. Participate in a least one SHRM web cast and one teleconference for Diversity.

WORKFORCE READINESS/ COLLEGE RELATIONS

**Workforce Readiness Chair,
Julie Singh**

1. Enlist as an e-mentor through SHRM's e-mentor program.
2. Participate in at least one SHRM web cast and one teleconference for workforce readiness.
3. Have each state college relations volunteer to participate in at least one web cast and one teleconference for College Relations.
4. Focus on college students and help develop their student chapter, increasing their membership and getting them to be self-sufficient as a student chapter.
5. Prepare SHRM college students from UNL, Doane, and NE Wesleyan in NE for the 2008 SHRM HR Games.
6. Partner with the SHRM State Council to develop and implement a workforce readiness agenda and set goals for the Chapter.
7. Serve as the key contact for all workforce readiness activities for the chapter.
8. Implement one workforce readiness activity.
9. Incorporate workforce readiness activities into our chapter programs and offer updates, activities, or host a workforce readiness official at one of the chapter meetings.

Continued on Page 11.

2007 LHRMA CHAPTER GOALS:

Continued From Page 10.

SHRM FOUNDATION

SHRM Foundation Representative,
Russ Roberts

1. Set goals to increase donations by 10%.
2. Educate members about the Foundation and show tangible benefits.
3. Encourage chapter members to make individual donations.
4. Contribute to the SHRM Foundation Silent Auction.
5. Participate in at least one web cast and one teleconference for SHRM Foundation.

HRCI CERTIFICATION

Certification Director,
Darci Spence SPHR

1. Increase the number of applicants for the exams.
2. Increase the recertification rate.
3. Provide certification-focused communication in the newsletter and on the chapter website.
4. Host a certification-related meeting.

Continue to seek pre-approval for eligible continuing education events.

HELP ACHIEVE THE SUPERIOR MERIT AWARD

You can help achieve the LHRMA Chapter Superior Merit Award by notifying Julie Singh, Workforce Readiness Chair, with any dates that you provide service to local schools or adults in regards to: career days, mock interviews, speaking on the HR profession, provide internships to students to gain HR knowledge, etc.. The following information would be needed: name, date of event, location/school name, hours spent or duration of program. Email your information to jsingh@notes.state.ne.us throughout the year.

Happy Valentine's Day

Reach out to the Students

LHRMA members can use the LHRMA Website to advertise Student Internships or Summer Jobs. The three Student Chapters will be told that they can look on the LHRMA website, throughout the school year, to find job openings as well as internships. Please use this as another FREE advertising tool to get qualified interested candidates to help fill your open positions. Send job postings to Veda Armstrong at: varmstrong@familyservicelincoln.org

JOBS, JOBS & MORE JOBS!

DO YOU HAVE ONE TO ADVERTISE OR ARE YOU LOOKING FOR ONE?

CHECK OUT OUR WEBSITE:
www.lincolnhhr.org

IF YOU ARE AN EMPLOYER WHO HAS A LHRMA MEMBER EMPLOYEE, THEN YOU CAN POST YOUR HUMAN RESOURCE JOB OPENING ON OUR WEBSITE BY CONTACTING VEDA ARMSTRONG AT: **VARMSTRONG@**

FAMILYSERVICELINCOLN.ORG
OR CALL **402.441.7949**

IF YOU ARE LOOKING FOR A HUMAN RESOURCE JOB THEN YOU CAN CHECK OUT OUR WEBSITE:

www.lincolnhhr.org

THIS WILL BE AN EXCELLENT RESOURCE FOR STUDENTS WHO ARE SEEKING AN HR POSITION. IT IS ALSO AN EXCELLENT FORUM FOR COMPANIES TO ADVERTISE IF THEY HAVE SUMMER INTERNSHIPS AVAILABLE. PLEASE TAKE ADVANTAGE OF THIS GREAT RESOURCE!

LHRMA BOARD MEMBERS AND OFFICERS



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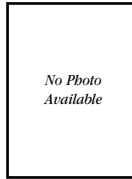
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*No Photo
Available*

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LHRMA RESOURCE

NEWSLETTER IS PUBLISHED MONTHLY BY THE PUBLICITY COMMITTEE OF THE LINCOLN HUMAN RESOURCES MANAGEMENT ASSOC. IT IS PUBLISHED SOLELY FOR THE USE OF LHRMA MEMBERS. COST OF PUBLICATION IS PAID BY MEMBERS' DUES. BULK COPIES FOR DISTRIBUTION ARE NOT GIVEN OR SOLD.

AFFILIATE OF



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HUMAN
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MANAGEMENT

SHRM LOCAL CHAPTER 0048

PLEASE CALL VEDA ARMSTRONG AT 402-441-7949, WITH ANY CHANGE IN POSITION, COMPANY OR ADDRESS OR SEND HER AN E-MAIL AT: VARMSTRONG@FAMILYSERVICELINCOLN.ORG