

LHRMA RESOURCE

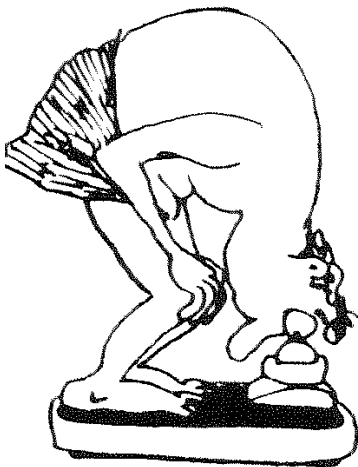
PUBLISHED MONTHLY FOR LINCOLN HUMAN RESOURCE MANAGEMENT ASSOCIATION December 2007

WATCH FOR THIS EXCITING NEW UPCOMING PROGRAM TO KICK OFF 2008

January 8, 2008 – Craig Ross from the Pathways to Leadership organization will be speaking. He is co-author of a new book, *Stomp the Elephant in the Office*, which you can check out at www.stomptheelephant.com. This should be an exciting way to start the New Year. You may even win a free book!

REMINDER

Membership renewals are due before December 31st! If you have not received your renewal statement, contact Kathy Harper at lhrma0048@yahoo.com or 483-4581, ex. 339.




**Don't let this be you
over the holidays!**

See Page 6 for some holiday
handy health tips!

Time to Have Fun with Your Fellow HR Buddies!

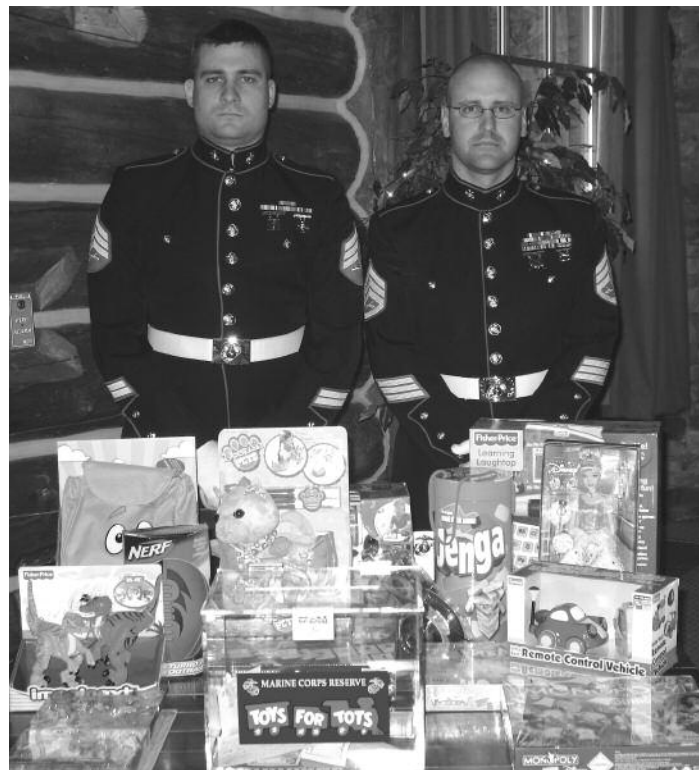
In lieu of our December meeting, a fun social will be held, to allow everyone to unwind from their daily HR grind. What could be more fun than hanging out with your HR buddies?

LHRMA's 2nd Annual Holiday Social
When: Tuesday, Dec. 11th
Time: 5:00 - 7:00 pm
Where: Dino's Eastside Grill / 2901 S. 84th St.
Food: Free appetizers & cash bar



ABOUT THE EVENT:

Instead of a meeting we are taking time to network and spend time having fun with fellow HR folks. We look forward to seeing you all there.



Sgt. Bird and Staff Sgr. Geist

Thank You
LHRMA members
for your donations
to Toys for Tots.
These gifts will
definitely make
someone's
Christmas merrier.

President's Message

Carmen Wiles, President



My how time flies! I wouldn't have believed that statement if someone said to me in January at the first 2007 Chapter meeting or the first 2007 LHRMA Board meeting. I was just getting my feet wet as President of this fine organization and boy was I nervous. Nervous, hoping I could lead such a fine group of HR professionals and continue our tradition of being a SHRM Superior Merit Chapter, again. As I look back through the year I managed to lead the group and at least keep us on the track we laid down at the LHRMA Board strategic planning meeting, without veering too far off the track and only time will tell (1st quarter of 2008) whether we maintain our Superior Merit designation. Thank you for giving me the opportunity to serve as your President. I surely enjoyed my time working with all of you and I look forward to helping Cathy Maddox and the rest of the Board in my role as Past-President.

As I mentioned at our November membership meeting, I want to thank the 2007 LHRMA Board, Cindy, Cathy, Mark, Elly, Kari, Kara, Joyce, Julie, our appointed representatives, Russ and Darci, and our past administrative assistant, Veda and our current administrative assistant, Kathy. Each of you devoted many hours to LHRMA in spite of your busy lives with your real job and your families. A big thank you to all of you! You are a fun group to lead. You made my job very easy because I knew you would each do your job. I offer my best wishes to the new Directors coming on Board in 2008, Barb Benes, Lin Blodgett, and Judy Ganoung. I look forward to working with each of you. I am certain Cathy will do a fine job in her new role as President. Please support

her efforts as President as you supported my efforts this past year.

Remember to attend our last formal/informal gathering, the December Social. Just plan to come and have some fun with your LHRMA friends and enjoy some fine food at Dino's Eastside Grill in East Lincoln. It starts at 5:00 p.m. and I hope to see you there!

The following statement really says it nicely - When we combine our hearts and minds, all of us thrive. That is truly how I felt in my year as President and why the LHRMA chapter is so successful. It is because I get to work with so many fine HR professionals and why I love this profession.

Enjoy the holidays and have a Happy New Year!

Sincerely,

Carmen Wiles

BOARD MEETING RECAP:

- Membership renewals are due back by December 31
- Will have a separate planning session to review survey findings
- Will submit new by-law term limit changes to SHRM - Two year terms for Pres and Pres Elect

LHRMA MEMBER CHANGES

Check and verify your name and address on this month's LHResource for accuracy. Please contact Kathy Harper our LHRMA Administrative Assistant, for any of your personal job and address changes. Please either email your changes to Kathy at lhrma0048.yahoo.com or by telephone at 402.483-4581 x 339.

Update your 2007 directory with the following changes:

• **Jennifer Monroe**

Personnel Analyst
State of Nebraska, DAS -
Classification & Compensation
301 Centennial Mall South
Lincoln, NE 68508
Phone: 471-4121

Email:

jmonroe@notes.state.ne.us

• **Darci Spence, SPHR**

HR Partner
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1245 Q St.
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ATTENDANCE DRAWING WINNER

Who Says There's No Such Thing as a Free Lunch?
Congratulations to Kendal Garrison with TMC. Kendal will receive free registration at the January 2008 meeting!

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 Kathy Harper at: lhrma0048.yahoo.com.

LEGAL UPDATE

The Privacy of Social Security Number - the New Nebraska Law

by Jack L. Shultz • HARDING & SHULTZ, P.C., L.L.O. • Lincoln, Nebraska

On May 24, 2007, Governor Heineman signed LB 674. LB 674 is known as the Nebraska Credit Report Protection Act, and all of its sections became effective on September 1, 2007, except for Section 16 of the Act dealing with the privacy of social security numbers. Section 16 becomes effective on September 1, 2008, which gives Nebraska employers plenty of time to prepare for compliance with the new legal requirements.

IN GENERAL

The basic requirement of LB 674 is that employers may not publicly post or publicly display in any manner more than the last four digits of an employee's social security number. This prohibition also prohibits intentional communication of more than the last four digits of the social security number or otherwise making more than the last four digits of the social security number available to the general public or to an employee's co-workers.

EMPLOYEE PROTECTION

LB 674 also prohibits an employer from requiring an employee to:

- 1) **Transmit.** No employee may be required to transmit more than the last four digits of their social security number over the Internet unless the connection is secure or the information is encrypted,
- 2) **Access.** No employee may be required to use more than the last four digits of their social security number to access an Internet website unless a password, unique personal identification number, or other authentication device is also required to access the Internet website,
- 3) **Employment.** No employee may be required to use more than the last four digits of their social security number as an employee number for any type of employment-related activity.

EXCEPTIONS

An employer is permitted to use more than the last four digits of an employee's social security number for compliance with state or federal laws, rules or regulations, or in commercial transactions freely and voluntarily entered into by the employee with the employer for the purchase of goods or services. A more detailed exception is also provided for internal administrative purposes.

INTERNAL ADMINISTRATIVE PURPOSES

An employer is permitted to use more than the last four digits of an employee's social security number for internal administrative purposes which include providing more than the last four digits to third parties for such purposes as administration of personnel benefit provisions for the employer, employment screening and employment staffing. However, certain administrative purposes are prohibited including:

- 1) Use as an identification number for occupational licensing;
- 2) Use as an identification number for drug-testing purposes, except when required by state or federal law;
- 3) Use as an identification number for company meetings;
- 4) Use in files with unrestricted access within the company;
- 5) Use in files accessible by any temporary employee, unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance;
- 6) Use for posting with any type of company information.

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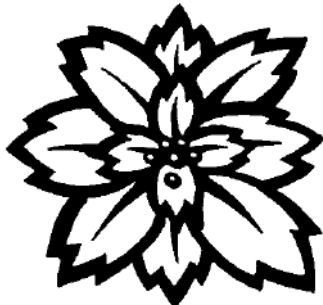
VIOLATIONS

Significantly, violations of Section 16 qualify as a Class V misdemeanor and evidence of a conviction under Section 16 is admissible in evidence in a civil trial as evidence of the employer's negligence.

CONCLUSION

Many company record-keeping systems were established long before identity theft and illegal immigrant status made the protection of social security numbers such an important issue. Since LB 674 will mandate the protection of employee social security numbers, all Nebraska employers should begin now the process of modifying company records, record-keeping procedures and other policies in order to be in compliance with the requirements of LB 674 by the effective date of September 1, 2008.

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 jshultz@hslegalfirm.com.



2008 LHRMA Board Members

President	Cathy Maddox
Pres. Elect / Govt Relations Chair	Mark Pankoke
Past President	Carmen Wiles
Programs Chair	Judy Ganoung
Treasurer/ Registration Chair	Cindy Mefford
Membership Chair	Lin Blodgett
Secretary	Elly Hardekopf
Diversity Chair	Barb Benes
Workforce Readiness chair	Julie Singh

LINCOLN HUMAN RESOURCE MANAGEMENT ASSOCIATION

Annual Treasurer's Report

November 20, 2007

Treasurer's Report

Through October 31, 2007:

Total disbursements = \$59,890.16

Total receipts = \$33,043.78

Checkbook balance = \$26,846.38

Petty cash fund = \$75.00

CD - (2 in the amount of 2500.00 each)

Monthly meeting expenditures/receipts through October 2007 (facility and meal expenses only):

\$ 20,656 income

(20,149) expenses

\$ 507 difference

Other expenditures of significance:

Law and Legislative Conference, SHRM National Conference, Leadership Conference, and Tri-State Conference

Administrative services for the year

Survey expenses

Speaker gift/fees

Parking

Laptop, projector and software

Special thanks to the volunteers on our registration committee.

Reminder to please send forms with your dues payment.

NEW LHRMA MEMBERS

•**Ryan Swinton**

Agent/Broker/Consultant
Midlands Financial Benefits
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•**Zach Bogart**

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•**Steven Buell**

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•**Kim Miller**

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•**Charlene Kjelland**

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•**Tyrone Chatman**

HR Manager
Tri-Con Industries
Tyrone_chatman@tstna.com

Welcome to LHRMA!



Help Staff Express Stress

By: Kari Hasemann-Herbert, LCSW, CEAP, Directions EAP, LLC

End of the year work deadlines can add additional pressure to an already over-worked staff. Add to this the stress they are feeling when they are not at work - shopping for the “just right” Christmas presents for everyone, running from holiday party to holiday party, and decorating their home so it looks just like the magazine covers! While a certain level of stress can be motivating, stress overload decreases creativity and productivity.

So, while you may be tempted to push people to work harder, you’ll be defeating your purpose. Instead, here are five ways to help staff acknowledge and release tension, while building team morale and getting through a stressful time with your sanity in tact.

Make ‘em laugh. When it comes to stress, laughter truly is the best medicine. Book a local comedian for a one-hour lunch break or rent a DVD of a live show. If you’re a skilled presenter, create a tongue-in-cheek awards show honoring staff for contributions like “Most Entertaining Response to a Crashed Computer...”

Book a masseuse. You’ll score a lot of points with staff by scheduling a licensed masseuse for on-site, 15-minute head, neck, and shoulder massages. The average rate is a dollar per minute. Even if you don’t have the budget to cover it, many people will be willing to self-pay.

Get them moving. Exercise is a natural stress reliever and energy booster. Encourage lunchtime walks, stretch breaks, or practice line dancing. For a gentler approach, schedule a local yoga instructor to teach relaxation and breathing techniques.

Change the environment. Get people out of the office for a change of pace. Book a local movie theater for a private screening, allow one-hour for a shopping trip with everyone sharing their best buy upon return, schedule a walking tour of a local museum, or hold a staff meeting in a different location.

Use your EAP. If your company offers an Employee Assistance Program (EAP) make use of it! Most plans offer up to 6 counseling sessions at no charge. Remind staff of this confidential resource and encourage people to take advantage of it. Second, many plans offer employers training seminars, so schedule a stress management seminar or other relevant topic.

Of additional note: Encourage staff to make time for themselves. Don’t forget to do this yourself, too! It’s probably the last thing on your list, and probably one that you rarely ever get to. You might feel like it’s hard enough to get everything done as is and that you’ll never find the time. Take a bath, read a good book, go for a walk, make a creative project, make an appointment at a salon, etc. By putting a little energy into caring for yourself, chances are you’ll have more energy for everyone – and everything - else. This will result in more quality time when you are with your family and more focus when at work. Let’s try our best to keep the “happy” in the holiday season!

JOBS, JOBS & MORE JOBS!

Do You Have One To Advertise
Or Are You Looking For One?

CHECK OUT OUR WEBSITE:
www.lincolnhr.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 KATHY HARPER AT
LHRMA0048@YAHOO.COM
OR AT **402.483-4581 x339**

IF YOU ARE LOOKING FOR A
HUMAN RESOURCE JOB THEN YOU
CAN CHECK OUT OUR WEBSITE,
WWW.LINCOLNHR.ORG.

SHRM STUDENT CHAPTER NEWS**NEBRASKA WESLEYAN UNIVERSITY****Nancy Cookson, PHR**

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Co-Advisor

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Co-Advisor

Timothy Wiedman

Co-Advisor

Christina Scheib

President

Pamela Masker

Treasurer/Secretary

UNIVERSITY OF NEBRASKA – LINCOLN**Gwendolyn Combs, PhD**

Advisor

We have added the SHRM news feed to our web page: www.lincolnhr.org. There is a separate link on the top-left bar, plus we have a rotating box that hi-lites one item at a time on the home page.

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.

ADVERTISE IN THE 2008 DIRECTORY

It's hard to believe but the New Year is just around the corner. With that in mind, we are getting ready to print next year's membership directory and invite you to advertise with us. Half-page advertisements (3" wide by 5.25" high OR 4.5" wide by 3.5" high) can be placed for \$100 and full page advertisements (5" wide by 8" high) can be placed for \$200.

If you are interested in placing an advertisement in the 2008 LHRMA membership directory, send your advertisement in electronic form (PDF file) to lhrma0048@yahoo.com by Friday, January 4, 2008. Payment is required at the time the advertisement is placed and should be sent to:

LHRMA
PO Box 81066
Lincoln, NE 68501-1066

WELLNESS TIPS TO BEAT THE HOLIDAY "BULGE"

- Use a smaller plate
- Control portion size
- Drink a glass of water before eating
- Exercise - park farther away in the parking lot
- Get family members involved in exercise or games
- Control your alcohol consumption
- Don't skip meals - eat small meals 4-6 times a day
- Eat more fruits & vegetables
- Avoid temptation - keep treats to a moderation

Performance Appraisal:

AN ALTERNATIVE VIEWPOINT

By: Timothy G. Wiedman, Doane College

As a quality-management trainer and team facilitator, I consider myself to be a disciple of W. Edwards Deming; and I have introduced his philosophy, embodied in the 14 Points for Management (Deming, 1982), to hundreds of people in dozens of settings. Yet, regardless of the audience, one element of Deming's message always stirs debate: the role of performance appraisal.

According to Byars and Rue (2008, p. 217), "one of the most common uses of performance appraisals is for making administrative decisions relating to promotions, firings, layoffs, and merit pay increases;" and similar assessments can be found in the academic literature from McGregor (1972) to Mathis and Jackson (2007). Yet knowing the most common reasons for using this management tool tells us nothing about what organizations should be doing in this regard.

According to the philosophy advanced by Deming (1986), rating systems tying individual performance to salary adjustments, promotions, or disciplinary action should be eliminated. He felt that so-called "merit systems" hindered teamwork, created fear and mistrust, and discouraged risk-taking behavior (thus limiting experimentation and innovation). But even worse, Deming was convinced that most appraisal systems were based on the faulty assumption that individuals had significant control over their own performance (i.e., that most individuals could improve the quantity or quality of their work if they would merely put forth the necessary effort).

Since Deming was a statistician (rather than a recognized expert in Human Resource Management), it was possible to simply dismiss this particular aspect of his philosophy. Yet, as a Deming disciple, I saw that philosophy as a unified whole; and I began to question my own appraisal paradigm.

Organizations accomplish goals and objectives within the framework of one or more inter-related systems. The design and operation of these systems will limit the activities of equipment, processes, employees, and managers alike. In a well-designed system, it will be nearly impossible to do a job improperly. Conversely, a poorly-designed system can thwart the best efforts of the best employee. How is performance appraisal useful if the system itself is preventing good work? In this situation, appraisals will continue to differentiate among employees because that is what they are designed to do; but if the system is preventing the desired employee behavior, what are the appraisals actually measuring? Deming (1985) argued that (in an overwhelming majority of situations) those appraisals simply measured random statistical variation within a particular system.

Obviously, in the operation of any system, some level of variability is both normal and expected. But linking rewards to this sort of random variation is a recipe for disaster! Further, since employees (and most lower-level managers as well) have no opportunity to change the systems in which they work, the situation is doubly dangerous.

Employees are well aware of the glitches, inefficiency, and waste that plague their systems; they wrestle with those problems every day. But with neither the authority nor resources to improve a system, they are forced to muddle through as best they can. The resulting frustration and demoralization eventually takes its toll in a variety of ways.

This paper is not calling for the elimination of the performance appraisal as a management tool. Employees need feedback on their strengths and weaknesses (as perceived by their supervisors). A frank discussion of organizational expectations, training opportunities, improvement strategies, or career

counseling may well be in order; and regularly scheduled performance appraisals can achieve those sorts of objectives. But are appraisals really useful (or valid) tools for managing employee compensation? In theory, pay for performance might be a reasonable concept; but its use will only be fair and equitable in situations in which workers have significant control over all of the variables that impact individual performance.

References

- Byars, L. L., & Rue, L. W. (2008). Human resource management. New York: McGraw-Hill-Irwin,
- Deming, W. E. (1982). Quality, productivity, and competitive position. Cambridge, MA: MIT Center for Advanced Engineering Study.
- Deming, W. E. (1985, November 11). Foundations for success of Japanese industry. Speech presented at 23rd Annual Conference for Top Management, Tokyo, Japan.
- Deming, W. E. (1986). Out of the crisis. Cambridge, MA: MIT Center for Advanced Engineering Study.
- Mathis, R. L., & Jackson, J. H. (2007). Human resource management: Essential perspectives. Mason, OH: Thomson South-Western.
- McGregor, D. (1972). An uneasy look at performance appraisal. Harvard Business Review 50(5), 133-34.

New Years Quotes

-New Year's Resolution: To tolerate fools more gladly, provided this does not encourage them to take up more of my time.
-James Agate

-An optimist stays up until midnight to see the New Year in. A pessimist stay up to make sure the old year leaves.
-Bill Vaughan

-Cheers for a New Year and another chance for us to get it right.
-Oprah Winfrey

-Many people look forward to the New Year for a new start on old habits.
-Anonymous

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*No Photo
Available*

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LHRMA RESOURCE

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