

FUTURE MEETINGS

- February: Talent +
- March: TBA
- April: Diversity Panel

ATTENDANCE DRAWING WINNERS

Who Says There's No Such Thing as a Free Lunch? Congratulations to **Wayne Boles** with Telesis, Inc.. Wayne will receive free registration at the January 2009 meeting!

January 2009 Meeting

TOPIC: CREATE A CULTURE BUILT ON RESPECT

Speaker:	<i>Patricia Meglich, PhD., SPHR</i>
When:	Tuesday, January 13, 2009
Where:	The Lodge at Wilderness Ridge 1800 Woods Place
Registration:	11:00 a.m. – 11:30 a.m.
Meal & Program:	11:30 a.m. – 1:00 p.m.
Cost:	\$15.00 Luncheon Meeting
Meal:	Turkey Wrap, side salad, beverage & brownies
Note:	HR Certification Institute - strategic credit Pick up certificate after the meeting.

ABOUT OUR PROGRAM

High performance organizations are built on a foundation of participation and contribution from all stakeholders, especially employees. Dysfunction in the workplace detracts from everyone's performance and ability to produce consistently superior results. In order to bring their best ideas and performance to work, employees must believe that their specific talents and efforts are valued and rewarded. Good organizational citizenship does not happen by chance; it must be fostered by a culture built on respect. Being treated with dignity and consideration from organization leaders as well as their peers helps to solidify employee commitment and contribution.

During this one-hour program, participants will learn about the tenets of respect in the workplace. Utilizing the attached model as our focal point, we will discuss cultural dimensions such as responsibility, ethics, support, policies, equality, culture, and tolerance. Participants will learn how Human Resources practitioners can assist organizational leaders in creating a culture that embraces the unique contribution of each employee and provides the basis for good organizational citizenship.

ABOUT OUR PRESENTER

Patricia Meglich, PhD., SPHR, is an outstanding, broadly experienced human resources professional and academic who integrates hands-on organizational experience with current best practices. As the Director of Human Resources for an automotive OEM supplier, she implemented talent management processes and programs to enhance organizational results. With extensive experience in the manufacturing sector, she is equally skilled at assisting entrepreneurs improve their organizations by effectively managing their human resources. She is an expert at helping organizations and their employees strategically align to become the best they can be.

Dr. Meglich earned her PhD from Kent State University, her MBA from Cleveland State University, and her bachelor's degree from Bowling Green State University. She is a member of the Society for Human Resource Management, Human Resources Association of the Midlands, Academy of Management, and the National Business and Economics Society.

President's Message

Cathy Maddox, President



Happy New Year To All Of You!

I hope your holidays were wonderful and you had many special times with those you are close to!

As I write this, it is still early in December and I am trying to get my yearly Christmas letter written. It's something that I do every year, and in some ways it is a good thing to do, because it gives you the opportunity to reflect on the year – both good and bad. My letter is not one of those that brags about my kids doing this and that, and all the travels that we have taken. No, mine is usually pretty straight forward – and the theme of this year's letter is Change. How change is constant, and this year was filled with many changes in our family. My new job change, our youngest daughter moving into her first apartment, our change of eating habits in our house. But the other thing that I always reflect on are those times that have special meaning. Times spent with family and friends are always the highlight. Not just a movie that we went to together, or dinner at someone's house. The moments that I write about are those that have created special memories, and the memories are not always good or positive ones. Having a close friend diagnosed with cancer for the 3rd time was one of those memories you wish you could forget. (by the way, she is doing wonderfully). I always ask myself if I created good memories for the people that I care for the most. Did I go the extra step, did I remember to say I Love You, did I let those special people know how much they mean to me? While I don't write about it, I also look at the past year and ask myself – did I do my job as well and as effectively as

possible? Or did I fall short? I personally like the yearly reflection, even if I don't always like what is staring back at me in the mirror!

I do not set New Years resolutions – it's something that I'm not good at, because I generally never stick to them. But I do look forward to getting together with all the board members and setting goals for the coming year. We all respect each other a great deal, but we all also push each other to do better, to accomplish more. We all have high expectations every year. To give you better programs, to increase our membership, to bring every member the opportunity to learn things to help each of you do your job better and easier. We hope that you feel your membership is worth every penny!

The coming year will bring many new challenges. Our economic times are certainly dictating that already. We hope that you take advantage of all that LHRMA and SHRM have to offer you in getting through the many challenges we all face.

I must warn you – when I see you in January, if you notice a little twitch, or a little glazing of the eyes – it's just withdrawal symptoms and something I go through every January. Yes, as sad as it may seem, college football is over and I will now have to resort to YouTube! I promise by February I will be back to normal. After all – baseball is just around the corner and I just got the greatest gift – a padded seat cushion that has a heater in it!! I can hardly wait to try it out at the first Husker baseball game! Hmm, I'm beginning to feel better already.....

-Cathy Maddox

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

Kathy Harper at

lhrma0048@yahoo.com or at 402.483.4581 x 339.

If you are looking for a Human Resource job, then you can check out our website at:

www.lincolnhhr.org

CAREER EXPO – VOLUNTEERS NEEDED

If you would like to help the Workforce Readiness Committee at the Career Expo, for High School students grade 9 -12, on February 22, 2009 from 1 – 3 PM, contact Julie Singh at 486-8556 or julies@tabitha.org.

LEGAL UPDATE

New FMLA Regulations Effective Jan. 16, 2009 – Are You Ready?

by Mark A. Fahleson, Esq. • Rembolt Ludtke, LLP • Lincoln, Nebraska

Two years after the Family and Medical Leave Act (FMLA) was signed into law in 1993, the U.S. Department of Labor issued the initial implementing regulations to provide guidance to employers, employees and courts as to how the FMLA should be interpreted. Now, after 13 years of litigation and regulatory headaches, the Department of Labor has issued its final revised FMLA regulations, which become effective on January 16, 2009.

The new FMLA regulations are over 750 pages in length and retain many of the existing provisions, while clarifying some, but not all, problematic areas. Some highlights:

Family Military Leave: The new regulations implement the Military Family Leave legislation signed into law by President Bush on January 28, 2008. Most importantly, the new regulations define what constitutes a “qualifying exigency” entitling an eligible employee up to 12-weeks of job protected leave. The new regulations provide a list of 8 situations when qualifying exigency leave may be taken:

- **Short-notice deployment** where a covered military member is notified of an impending call or order to active duty 7 or less calendar days prior to deployment;
- To attend certain **military events and related activities**;
- For certain **childcare and school activities** for the child or legal ward of a covered military member;
- To make or update **financial or legal arrangements** to address the covered military member’s absence;
- To **attend counseling** provided for the covered military member or the child or legal ward of the covered military member;

- To spend up to 5 days with a covered military member who is on short-term, temporary, **rest and recuperation** leave during the period of deployment;

- To attend arrival ceremonies, reintegration briefings and other post-deployment activities; and

- To **address other events** that arise out of the covered military member’s active duty provided the employer and employee agree that such leave shall qualify as an exigency and agree to the time and duration of such leave.

Definition of “Serious Health Condition”: The revised regulations retain the six definitions of “serious health condition” but clarify some nagging issues. Under the new regulations, if an employee is taking leave under the “three consecutive calendar days of incapacity plus two visits to a healthcare provider” definition, the two visits must occur within 30 days of the period of the initial incapacity, absent extenuating circumstances. Moreover, if an employee is taking leave under the “three consecutive calendar days of incapacity plus a regimen of continuing treatment” definition, then the first visit to a healthcare professional must occur within 7 days of the initial incapacity.

Intermittent Leave: The new regulations provide that eligible employees requiring intermittent or reduced leave for planned medical treatment must make a reasonable effort to schedule the treatment so as not to disrupt unduly the employer’s operations.

Light Duty: Under the new regulations the time spent by FMLA eligible employees on “light duty” assignments does not count against the employee’s 12 weeks of FMLA leave. Moreover, an employee’s acceptance of a “light duty” assignment does not constitute a waiver of the employee’s FMLA rights, including

the right to be restored to the same or equivalent position, unless the employee remains in a light duty assignment at the end of the 12-month leave year used by the employer to calculate FMLA.

Employer Notice Obligations: The new regulations require covered employers to post a general FMLA notice even if they have no FMLA-eligible employees. Employers are permitted to post notices electronically provided the posting meets all other FMLA requirements and employees and applicants have access to the electronic posting. In addition, where a workforce is comprised of a significant portion of workers who are not literate in English, the employer is obligated to provide general FMLA notice in the language in which the employees are literate.

LESSON: The new FMLA regulations become effective January 16, 2009, and it is imperative that employers have an understanding of their legal obligations. The revised regulations are extensive and not all of the changes can be discussed in this article. Employers and human resource professionals are encouraged to read the new regulations and review the new FMLA forms, copies of which may be obtained at www.remboltludtke.com. In addition, all members of the Lincoln Human Resource Management Association are invited to attend a complimentary briefing on the new regulations. The briefing will be held on Thursday, January 15, 2009, from 7:30 a.m. to 9:00 a.m. at the West Gate Bank Center, 6003 Old Cheney Road (lower level). To attend this event, please rsvp to Lori Chapman at lchapman@remboltludtke.com.

Fahleson is a partner with the law firm of Rembolt Ludtke LLP and may be reached at (402) 475-5100 or mfahleson@remboltludtke.com. This article is provided for general informational purposes only and should not be construed as legal advice. Those requiring legal advice are encouraged to consult with their attorney.



You Thought You Had Left Them on the Playground: Bullies in the Workplace!

By Kevin J. Mattran • Continuum EAP • Lincoln, Nebraska

When I was a kid in Chicago, there was a bully who lived down the street. His name was Phillip, he was older than me and he had several buddies that followed him around. While Phillip never hurt me physically, he and his friends would torment me on a daily basis. They would take my toys and play keep away, call me names (I don't know what a "big fat mevin" is...but it rhymed, I'll give them that) and they would stand blocking my path so I couldn't ride my tricycle.

My mom tells the story of one day when I was out riding my tricycle. Phillip and company had blocked the sidewalk and wouldn't allow me to ride any further. They chanted their names at me until I turned around and headed for home in tears. Mom completely expected she would have to console me as she usually did, but that day was different. As I approached our front yard, I slowly turned my trike around and rode full speed right back at them. Phillip and his friends stood in their usual spot to block my way but this time I didn't stop. I mowed down the entire gang and Phillip ended up in a thorn bush. Perhaps a mevin is something like a bowling ball. I stood up to those bullies and they never bothered me again.

The Phillips of the world can also be in the workplace and the problem they cause is significant. A survey by Zogby International and the Workplace Bullying Institute (WBI) reports that 37 percent of workers, an estimated 54 million people, have been bullied at work. Some

of the most frequent bullying tactics and the percentage of targets whom have experienced them are as follows:

- **Verbal Abuse 53%**- this includes shouting, swearing, name calling, malicious sarcasm, threats to safety, etc.
- **Behaviors/Actions 53%**- public or private behaviors that were threatening, intimidating, humiliating, hostile, offensive or inappropriately cruel actions.
- **Abuse of Authority 47%**- meaning underserved evaluations, denial of advancement, stealing credit, damaging someone's reputation, arbitrary instructions, unsafe assignment and more.
- **Interference with Work Performance 45%**- sabotaging projects, undermining, ensuring failure, etc.

Other bullying tactics addressed in the survey include things like sexual harassment, lying, termination without cause, invasion of privacy and even stealing lunch money.

The survey also revealed that about 45 percent of targets experienced stress-related health problems as a result of the bullying. Targets of bullies experience anxiety, panic attacks, clinical depression and even post traumatic stress disorder.

Bullying can affect an employer's bottom line with high turnover, absenteeism, low productivity, Worker's Compensation and long and short term disability costs. Bullying can also affect a company's ability to recruit and retain employees as it becomes known as a bad place to work.

Zogby and WBI found several rea-

sons why it is difficult for an employer to control bullying in the workplace. Most workplace bullies (about 72%) are bosses. Only about 40 percent of targets report bullying to their employers. Most importantly, most bullying behavior is not illegal until it crosses the line of being sexual harassment or physical assault.

About 13 states have passed legislation addressing workplace bullying. An anti-bullying law was passed in Nebraska in February of 2007; however, the law addresses school bullying not workplace bullying.

What Can Employers Do?

Controlling bullying in the workplace begins with a strong organizational culture based on respect and tolerance. Companies should also consider an explicit anti-bullying policy. Training and education are important and raise awareness of the problem; ask your EAP if they offer individualized management coaching, management and professionalism training.

It is also important to treat every report of bullying as credible until proven otherwise. As with many abusive relationships, people may ask, "Why doesn't the target just leave the abusive relationship?" Work is a priority for most people and most will tolerate the bullying in order to keep their jobs. When dealing with a complaint of bullying, do not denigrate the recipient. It is usually

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not their fault they are being treated poorly. Remind them that speaking to an EAP counselor can help them cope with their feelings about the situation and possibly help them find ways to better communicate with coworkers and supervisors.

While EAP won't provide you with tricycles to mow down your workplace bullies, we can provide support to help you be more proactive in addressing bullying and supply training, education and counseling to help promote a more professional work environment.

Kevin Mattran is the Organizational Training and Education Specialist for Continuum EAP. For more information on this and other workplace issues, call us at (402) 476-0186 or email at consultant@4continuum.com

HELP ACHIEVE THE SUPERIOR MERIT AWARD

You can help achieve the LHRMA Chapter Superior Merit Award by notifying Tara Jennings, 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 tjennings@oasisadvantage.com throughout the year.



REACH OUT TO THE STUDENTS

LHRMA members can use the LHRMA website to advertise Student Internships or summer jobs. The three Students 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.



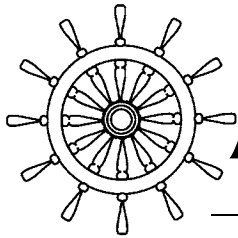
*Happy
New
Year!*

ADVERTISE IN THE 2009 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 2009 LHRMA membership directory, send your advertisement in electronic form (PDF file) to lhrma0048@yahoo.com by Friday, January 30, 2009. Payment is required at the time the advertisement is placed and should be sent to:

**LHRMA
PO Box 81066
Lincoln, NE 68501-1066**



DIVERSITY HUB

A Practical Guide to Working with People with Disabilities

By Christy A. Horn, Ph.D. • ADA/504 Compliance Officer, AA/EEO • Officer & Ombud • University of Nebraska

General Tips for Interacting with People with Disabilities

- Listen to the person with the disability. Do not make assumptions about what that person can or cannot do.
- When speaking to a person with a disability, talk directly to that person, not through his or her companion. This applies regardless of the person's disability.
- Extend common courtesies to people with disabilities as you would anyone else. Shake hands or hand over business cards. If the person cannot shake your hand or grasp your card, they will tell you.
- If the person has a speech impediment and you are having trouble understanding what he or she is saying, ask the person to repeat rather than pretend you understand. The former is respectful and leads to accurate communication.
- Offer assistance to a person with a disability, but wait until your offer is accepted before you help.

It is natural to feel nervous or uncomfortable around people with disabilities and it is okay to admit that. It is human to feel that way at first. When you encounter these situations, think "person" first instead of disability; you will eventually relax.

Interviewing Courtesies for Effective Communication

Interviewers need to know whether or not the job site is accessible and should be prepared to answer accessibility-related questions.

Interviewing a person using mobility aids

- Enable people who use crutches, canes or wheelchairs to keep them in reach.

- Be aware that some wheelchair users may choose to transfer themselves out of their wheelchairs (into an office chair for example) for the duration of the interview.

- When speaking to a person in a wheelchair or on crutches for more than a few minutes, sit in a chair so you are at their eye level.

Interviewing a person with a visual impairment

- When greeting a person with a visual impairment always identify yourself and introduce anyone else who might be present.
- If the person does not extend their hand to shake hands, verbally extend a welcome.
- When offering seating, place the person's hand on the back or arm of the chair and let them know what part of the chair they are touching.
- Let the person know if you move or need to end the conversation.
- Conduct the interview in a quiet location without distractions.

Interviewing a person with a speech impairment

- Give your whole attention to the person when they are speaking.
- Ask questions that can be answered with a short answer.
- Do not finish sentences for the individual.
- Do not pretend to understand if you do not. Try rephrasing what you believe you heard so that it can be corrected.
- Do not raise your voice unless you know the person has a hearing impairment and they would hear you better if you raised your voice.

Interviewing a person who is deaf or hearing impaired

- If you need to attract the attention of a person who is deaf or hearing impaired,

it is appropriate to touch them but make sure they are aware of your presence before you do so.

- Look directly at the person when you speak to them. Speak clearly at a normal pace. Do not exaggerate your lip movements or speak loudly at an individual who is deaf.

- Place yourself so the person can clearly see your face and do not chew gum when speaking.

- Most deaf people in the United States use American Sign Language but many younger individuals use real-time captioning. When scheduling an interpreter, make sure that you are providing the accommodation that will make the interviewee most comfortable.

- If an interpreter is present, it is commonplace for the interpreter to be seated beside the interviewer, across from the interviewee.

- Interpreters facilitate communication. They should not be consulted or regarded as a participant in the interview.



NEW MEMBERS

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Welcome to LHRMA!

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 2008 directory with the following changes:

• **Carmen Wiles, SPHR**
Cooperative Benefit Administrators
8701 Firethorn Lane
Lincoln, NE 68520
483-9275 (same #)

LHRMA CHAPTER #0048 - ACCOMPLISHMENTS IN 2008

- Added a College Relations chair to the Board
- Revised/updated LHRMA by-laws to include College Relations chair, and the mandatory 2 year term served by the President, President-Elect and Treasurer
- Met goal of increasing our membership by 25%
- Revised LHRMA's Policies & Procedures to include necessary changes
- Workforce Readiness organized Career Expo which will be held in February 2009
- Received the Superior Merit Award for 2007
- Received Chapter Champions Award for 2007
- Offered 3 workshops to our members in 2008
- Gave membership the option of paying for the entire year of monthly meeting registration costs
- Conducted a 2007 Membership Survey to help

the 2008 board set their goals

- Purchased permanent name tags for the members
- Had two national speakers at our monthly meetings - Craig Ross spoke on the subject of Stomp "The Elephant In The Office" (all attending received a copy of his book) and Mark Butler who presented "The Business Case For Diversity"
- Supported the community by holding 'drives' for the Child Guidance Center Back to School Supplies Drive and the Lincoln Food Bank
- Began highlighting members in the monthly newsletter as a way of getting to know our membership better
- Held a summer social for New Member Networking
- Increased our contribution to the SHRM Foundation 89% due to the May Basket raffle

Did You Know?

The name January is derived from the Roman god Janus. What is he the god of?

- A. Wine & Grapes
- B. Babies & Childbirth
- C. Clocks & Calendars
- D. Gates and doors

Answer:

D. Gates & doors

The name of the month is derived from Janus, the Roman god of gates & doors, and hence of openings & beginnings. January was the 11th month of the year in the ancient Roman calendar. In the 2nd century BC, however, it came to be regarded as the first month. On January 1, the Romans offered sacrifices to Janus so that he would bless the new year.



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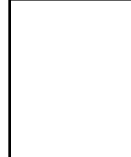
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LHRMA RESOURCE

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
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**SHRM
LOCAL CHAPTER 0048**

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WITH ANY CHANGE IN POSITION, COMPANY
OR ADDRESS OR SEND HER AN E-MAIL AT:
LHRMA0048@YAHOO.COM



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Management Association**

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