

Register to Attend by
NOON FRIDAY
JAN. 7TH DEADLINE

By E-Mail:

Members who 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 who do not receive e-mail notification of meetings, you can also register via e-mail to:

lhrma0048@yahoo.com.

By Voice Mail

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

Deadline

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 noon **Friday, Jan. 7, 2005**. **Let us know if you plan to attend.**

Cancellations

Remember to call in cancellations to the voice mail system at **434-6554** or e-mail ***lhrma0048@yahoo.com*** by **noon Friday, Jan. 7, 2005**. If you register but do not attend the meeting, you will be charged an extra \$5.00 in addition to the cost of the meeting! (= \$20.00) Accommodating for late registrations causes a big problem for the restaurants in terms of providing enough food and seating space for late registrants. *Please be respectful of the noon deadline.*

Join Us for Lunch On **TUESDAY, JANUARY 11, 2005**

for the first meeting of the new year!

Guest Speaker: Milton J. Perkins,
Regional Director, SHRM

Topic: Emerging Trends In
Human Resources

When: Tuesday, January 11, 2005

Where: The Knolls Restaurant
2201 Old Cheney Road

Registration: 11:00 a.m. – 11:30 a.m.

Meal & Program: 11:30 a.m. – 1:00 p.m.

Cost: \$15.00

Meal: Lunch Buffett



Speaker: MILTON J. PERKINS, MHRM, SPHR is a Regional Director, Member Services for the Society for Human Resource Management (SHRM). In this role he is responsible for facilitating strategic planning and provides advise and counsel to the Society's volunteer members and leaders. He is responsible for ensuring executed regional strategies are aligned with the overall organizational vision, mission, values and goals of SHRM. He provides leadership and supervision to the regional Member Services team, as well as contributed to the strategic direction of the organization as a member of the Member Services Management Team and SHRM's Senior Management Team. Lastly, he is the Legislative Liaison between SHRM's Legislative staff and volunteer leaders across the country.

Attendance Drawing Winner

Who Says There's No Such Thing as a Free Lunch?

Congratulations to Cheryl Socha with Cornhusker Bank! Cheryl gets to attend our January, 2005 meeting, on LHRMA.

President's Message

Michele Spadt, President



Happy New Year, Everyone!

Although I truly enjoyed the holiday season, I am already looking forward to another great year with LHRMA in 2005! Our new and returning board members are eager to get started. Actually, they have already started as you will see in this newsletter. Each board officer has established goals for their committees for the coming year and we have included those goals in this issue. Please take a moment to read the goals and see if they reflect what you would like to see LHRMA accomplish during the coming year. We are here, as the SHRM motto states, to "Serve the Profession - Advance the Profession" and to ensure we are doing that, we need your input. Please feel free to contact myself or any board members if you have ideas you would like to share.

On that same topic, volunteering for a committee is a great way to learn more about LHRMA and have the opportunity to network with other HR professionals. Volunteers are always greeted with open arms, so please feel free to contact me or any of the board members if you are interested in serving on a committee. It truly is a rewarding experience!

Several board members attended the SHRM Leadership Conference in Washington DC in November and will also be

attending the first SHRM Nebraska State Council Leadership Conference later this month. We gathered a lot of information in DC and came away with some great ideas for programs, educational opportunities, member recruitment and general operations. I anticipate the state event will generate even more great ideas for us to consider.

I would like to take this opportunity to thank the entire 2004 board for their commitment to our organization. Their time and energy over the past year are greatly appreciated and I hope they will continue to be involved in the coming year. I would also like to encourage everyone to welcome our new board members: Kari Andersen, Liz Mark, Elly Hardekopf and Joyce Welsch. I am looking forward to working with them and the returning board members this year.

Finally, I am excited and honored to serve as your president this year and I thank you for the opportunity!

Happy New Year!

Michele Spadt, PHR
President



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JOBS, JOBS & MORE JOBS!

*Do you have one to advertise or
are you looking for one?*

Check out our newly 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 Kelly Riley at: ksriley@alltel.net or

call 402.781.2054

If you are looking for a Human Resource job check out our website:

www.lincolnhhr.org



2005 LHRMA BOARD COMMITTEE GOALS

Government Relations

*President-Elect and
Government Relations Chair
Cindy Mefford, PHR*

1. Find innovative ways to increase membership participation in letter writing at state and federal level.
2. Select priority bills for LHRMA to focus on and have the Legislative Committee take any necessary appropriate action (watch bill status, attend hearings, etc.)
3. Provide timely reports to LHRMA membership on pending federal and state legislation relevant to the human resource field.
4. Have the Legislative Committee meet our Senators.
5. Network with other legislative committee members of other NE Chapters and State Council Legislature Director.
6. Educate the Legislative Committee on the steps on how a bill is killed or becomes a law.
7. Have one Legislative Committee representative attend the Employment Law and Legislative Conference in March.

Programs Chair

Elizabeth Mark

1. Conduct quarterly meetings of the Program Committee to ensure planning is organized.
2. Communicate program activities and plans to the Board and membership in a timely manner.
3. Conduct program evaluations at each monthly membership meeting to ensure the programming is meeting the needs of the chapter.
4. Summarize the evaluations for the Board to review after each membership meeting.

5. Increase attendance at the monthly meetings by selecting speakers and topics that are useful to the membership.

Treasurer/ Registration

*Kari Andersen
Treasurer/Registration Chair*

1. To attend as many monthly meetings as possible.
2. To provide error free registration at the monthly meetings.
3. Have accurate, current monthly reports for the board meetings.

Membership Chair

Carmen Wiles, PHR

1. Continue to achieve an increase in membership and build on a successful 2004 by promoting the association, recruiting through current members and educating the community on LHRMA.
2. Provide regular new member orientations as needed.
3. Actively promote membership in SHRM by educating members on the variety of SHRM benefits available to them and their organizations through SHRM.
4. Continue to promptly respond to new member requests and the processing of new member applications.

Secretary & Publicity Chair

Cathy Maddox, PHR

1. Continue to provide a high-quality well-designed and timely newsletter for the

membership that contains interesting articles and educational articles for the membership

2. Record minutes of the monthly board meeting that are timely, accurate, and complete and delivered to board minutes in a timely manner
3. Publicize LHRMA events in our local print media.

Diversity Chairperson

Joyce Welsch, SPHR

1. Make a significant effort to encourage diverse members of the HR community to become LHRMA members.
2. Partner with the Chamber of Commerce and other local entities to establish a network for local diversity recruiting.

Workforce Readiness

Elly Harkekopf, PHR

1. Provide a monthly reminder to student Presidents to attend the monthly LHRMA meetings.
2. Upon request, assist obtaining speakers for various chapter meetings.
3. Assist with the Student Sponsored LHRMA meeting in February.
4. Provide LHRMA volunteers for the Junior Achievement mock interview in November.
5. Promote business and the Human Resources Profession at local high schools.

NOTE: Elly Hardekopf, Chair; Geri Cotter, and Chris Gantz are looking for more volunteers for the committee or volunteers to provide expertise at various chapter meetings or high school information days, when requested.

★ EXTRA!! ★
EAP CORNER NEWS
We're here to help.

Are You Sitting on a Bee? The Power of Forgiveness

By: Mike Reynolds, Directions EAP

A mother heard a blood curdling scream from her five year old son who was playing on the front porch. She ran to his side and asked "what is wrong?" "I sat on a bee and he stung me," he said.

"A bee? Where is he now?"

"I'm still setting on him," was the child's reply. "He hurt me, but I'm killing him!"

We adults are sometimes guilty of the same angry, vindictive logic when we feel

that someone has hurt us. Even when we may have put ourselves in the position to be hurt and may have provoked the argument - what he or she said or did was over the line. "I'll never forgive him for hurting me that way. I will never forgive him; rather, I'll devote my life to finding ways to make him suffer the way I did. I was such a fool for not tearing into him on the spot. I should have said..."

When life or some other person is unkind, unfair, untrue, or disrespectful we take it to heart and give it a front row seat in our conscious thought. It's our first brain wave in the morning, has lunch with us, and rocks us to sleep each night. We are what we think and such bitter, angry thoughts can only leave us one heartbeat away from turning into an ogre.

What comes next is the part about **forgiving!** Even when we know that we need to "turn it loose" getting beyond our pain and anger may seem impossible. The humiliation, resentment, and deep rage just seem too much to possibly release. Besides, if you really do forgive the jerk that means lifting the *blame* doesn't it? And, it should be *forever* - right? "But it was not fair. He should be punished and if I don't find a way to get even, no body else will."

Actually, the first step is not forgiving,

it's realizing - realizing the effect that your blame, anger and guilt are having in your own life. Acknowledge that your life energy is being drained by the unproductive replay of your grievance and your endless quest for methods of revenge. Such an admission can bring you to realize that **forgiving** is a gift you give yourself! The "perp" may never know that you have lifted the curse, but you could be pleasantly surprised if you do face and openly forgive the person involved in your pain.

Understand that forgiving does not settle questions of blame, fairness and justice - it drops them. There is no longer a need to prove them wrong, making them squirm, extract public confessions, or receive restitution. The payoff is immediate - you regain your peace of mind and find renewed time and energy for adding positive things to your life. It doesn't mean you approve of what they did. It means you forever give up your need to make them pay.

For the sake of appearing to be an expert on this subject, I've made it sound like a very easy process. Just follow the simple steps laid out above and live happily ever after. It can be that easy, but more often it takes a few days or weeks to integrate your new way of thinking and begin to realize the full blessings of forgiving. If you have given it your best effort but some past hurt is still having a negative influence on your life - you may be still sitting on the bee. Chances are "your bee" is making you less productive than you want to be at work and at home.

Call your EAP today for an appointment with a counselor who can help you find a path to forgiveness. For information about Directions EAP and how it can help your employees through the many personal problems of life, call Mike Reynolds at: (402) 481-5998.



LEGAL UPDATE

Sick Leave Deduction and Exempt Status*By Jack Shultz, Harding, Shultz, & Downs*

On November 8, 2004, the United States District Court for the Eastern District of Pennsylvania issued a decision which should answer a number of questions about exempt status under the new FLSA regulations which became effective on August 23, 2004. The new regulations specify seven exceptions to the prohibition against reducing the pay of exempt-status individuals.

See, 29 CFR §541.602(b). Deductions for sickness or disability are referred to by the new regulations as being allowable only as “full-day” deductions. *See, 29 CFR §541.602(b)(1) and (2).* The listed exceptions do not specifically refer to partial-day deductions from accrued benefit balances. The November 8, 2004, decision involving IKON Office Solutions, Inc., provides a partial answer even though the decision considered the prior regulations.

In *IKON*, the employer implemented a policy which stated that sick leave may be used by salaried employees in increments of “half-days.” In addition, the policy stated that exempt employees who have exhausted all available sick leave and vacation time may have their pay docked in “full-day increments when they are absent for illness or personal reasons.” The employees bringing the lawsuit claimed that they were improperly classified as exempt employees based on their job duties and because they were not paid on a salary basis.

The District Court concluded that the issue of job duties would need to go to trial and refused to grant Summary Judgment. However, the District Court

did grant Summary Judgment for the employer on the salary basis issue and rejected the sick leave deduction argument of the employees. The Wage and Hour Division of the U. S. Department of Labor has issued opinion letters stating that it is permissible for an employer to substitute or reduce the accrued leave in a bona fide benefit plan for an otherwise exempt employee who is absent from work even if it is less than a full day as long as the employee receives an amount equal to his or her “guaranteed salary.” In its November 8, 2004, decision, the District Court agreed that there is a difference between partial-day deductions from base pay and partial-day reductions of fringe benefits. The Court summarized the difference as follows:

Where an employer requires employees to use sick or vacation leave to cover partial-day absences or be docked pay, employees are not paid on a salary basis under FLSA regulations. However, where the employment policy directly reduces employee sick or vacation leave for partial-day absences, but does not dock, or threaten to dock, employees’ pay for those partial-day absences, employees are paid on a salary basis.

Some employers have been properly concerned that the new FLSA exempt-status regulations issued by DOL and made effective on August 23, 2004, did not specifically address the practice of reducing accrued benefit balances in increments of less than a full day. Employers should take comfort in the decision issued on November 8, 2004, concerning this issue but should remember that once

an exempt employee has exhausted their sick leave or vacation balance, deductions from salary must be made in full-day increments. For example, an employee who has exhausted all her leave time and is off work due to sickness for two and one-half days may only be docked for two full days of absence. The safe course of action is, therefore, to instruct employees who have exhausted their sick leave or vacation leave balances that they may be absent due to sickness but that they must take those absences in full-day increments and that they will be docked accordingly.

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 A. Shultz, can be contacted at 402/434-3000, or at Harding, Shultz & Downs, P.O. Box 82028, Lincoln, NE 68501-2028, or jshultz@hsdlegal.com.

Minutes from the LHRMA Board’s December Meeting

- “Pass The Box” was held with all officers transferring the necessary documents
- Programs have been set for January and February
- Leadership Conference is January 21 at Mahoney State Park

LHRMA Happens!

Here's What's Happening on the Home Front

ARE YOU A BASKET CASE?

Feb. Gift Basket Raffle to benefit SHRM Foundation

Be certain to attend the February 12, 2005 meeting of LHRMA and check out the wonderful baskets provided by local Human Resource (HR) professionals and/or their employers. For only \$1.00 per raffle ticket, or six tickets for \$5.00, you will have the opportunity to win a basket full of fun designed for the HR professional. Some baskets may contain newly released books, tapes, guides and helpful hints for HR practitioners. Other baskets may hold candles, a massage, relaxation tapes, and de-stressing tips; or special gifts, tokens and specialty items emblazoned with messages from local companies and recruiters.

All proceeds from this adventure in basketry go to the Society for Human Resources Management (SHRM) Foundation. The foundation in turn supports human resource professionals in our state and across the nation.

So, instead of visiting the pharmacy or pub for relief, purchase raffle tickets at the February meeting and join in the fun. You just may go back to the office with a basketful of goodies to help you avoid becoming a "basket case."

— Russ Roberts, PHR
SHRM Foundation Representative

Employee Benefits Basics Workshop - Tuesday, February 8

On February 8, LHRMA will be hosting a WorldatWork Building Block workshop on "Employee Benefits Basics — Developing the Benefits Component of Total Compensation." This workshop will provide an overview of the elements that comprise typical employee benefit programs and discusses how they relate to total compensation. Topics that will be covered include:

- Benefits as Part of Total Compensation
- Mandated, Core and Optional Benefits
- Tax and Regulatory Issues
- Design and Administrative Considerations
- Flexible Benefits
- Communication
- Strategies for the Future

SHRM HR Tip: Holiday Blues

The holiday season brings good cheer and festive gatherings. But it also creates extra time, financial, and emotional pressures especially for employees who have work-related holiday activities added to their regular jobs and must balance these with their personal and family holiday obligations.

New LHRMA Members

ELIZABETH PEARSON
Visitor Services Manager/HR
Lincoln Children's Museum
lizwhitneylcm@yahoo.com

TODD KELLEY, EDUCATOR
University of Nebraska
Business Seminars
Business.seminars@unlnotes.unl.edu

*Welcome — you have joined an
outstanding organization!*

2005 WorldatWork Seminars Offered

The Human Resources Association of the Midlands (HRAM) is hosting the following WorldatWork certification courses in 2005:

February 9–11, 2005

C1 – Regulatory Environments
for Comp Programs

April 13-15, 2005

C2 – Job Analysis, Documentation
and Evaluation

June 8-10, 2005

B5 – Managing Flexible and
Work Life Benefits

September 14–16, 2005

T12 – Outsourcing and Managing
HR Service Partners

November 9–11, 2005

C11 – Performance Management

World at Work is a professional association dedicated to knowledge leadership in compensation, benefits, and total rewards. Certification can be achieved for a Certified Compensation Professional (CCP), Certified Benefits Professional (CBP), and Global Remuneration Professional (GRP).

You have several easy ways to register for these courses:

BY PHONE: Call WorldatWork customer relations at (877) 951-9191 to register.

BY E-MAIL: Fill out a registration form (www.hram.org/certification/world@work) and e-mail to: customerrelations@worldatwork.org

MAIL/FAX: Fill out the registration form (www.hram.org/certification/world@work) and mail or FAX a copy to WorldatWork. The mailing and FAX information are on the registration form.

ONLINE: Visit WorldatWork and register at their website: www.worldatwork.org

LHRMA members can attend these courses at the HRAM member rate so note on the registration form or when calling in that you are an LHRMA/HRAM member to receive the discounted rate of \$685 (compared to the normal rate of \$925). If you are not taking the certification exam, the cost is reduced.

If you have questions, contact Doug DenHerder at doug.denberder@ngc.com or call (402) 682-4539.

Watch for announcements on registration.



Lincoln Human Resource Management Association



2005 PHR/SPHR SPRING CERTIFICATION PREP COURSE

BryanLGH East Medical Center
1600 S. 48th St. - Room to be announced
Jan. 31- April 25, 2005
5:30 - 8:30 p.m. 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, Compensation and Benefits, Employee & Labor Relations, Workforce Planning & Development, Human Resource Development, Occupational Health, Safety & Security

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" (10th edition) by Robert L. Mathis and John H. Jackson. You may purchase the text on your own or at a discounted rate from LHRMA. Prices include shipping. Anyone purchasing a book will receive receipt when books are distributed. Please indicate your below if you would like to purchase any books through LHRMA. Book orders must be received by Friday, January 28, 2005. No late orders please!

- Human Resource Management (Mathis) \$118.95, Study Guide only \$44.95, Text plus Study Guide \$159.95, Rent text book only from LHRMA for \$25

CERTIFICATION COURSE ENROLLMENT AND FEES/CANCELLATION POLICY:

Fees: \$25 for LHRMA members \$35 for non-LHRMA members (NOTE: Fees do not include the cost of the HRCI Certification Exam.)

Registration Deadline: January 31, 2005

Cancellation Policy: Registration fees will be refunded in full for cancellations received by Monday, 1/31/2005. 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 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

LHRMA Board Members and Officers



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michele@l-housing.com



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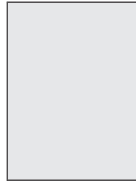
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LHRMA RESOURCE

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 distribution are not given or sold.

AFFILIATE OF



SOCIETY FOR
HUMAN
RESOURCE
MANAGEMENT

SHRM LOCAL CHAPTER 0048

Please call Kelly Riley at 402-781-2054, PHR with any change in position, company or address or send her an e-mail at: ksriley@alltel.net

RETURN SERVICE REQUESTED

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Lincoln Human Resource
Management Association



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Lincoln
Human
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Management
Association

Formerly American
Compensation Association

World At Work

Employee Benefits Basics

Developing the Benefits Component of Total Compensation

Presented by Jeff Jorth, Vice President, and
Brent Sesker, Principal & Senior Consultant, SilverStone Group

This workshop will provide an overview of the elements that comprise typical employee benefit programs and discusses how they relate to total compensation and will include:

- ✓ **Benefits as part of Total Compensation**
- ✓ **Mandated, core and optional benefits**
 - ✓ **Tax and regulatory issues**
- ✓ **Design and administrative considerations**
 - ✓ **Flexible benefits**
 - ✓ **Communication**
 - ✓ **Strategies for the future**

Participants will receive a booklet that will be referenced during the workshop and will be valuable for future reference.

TUESDAY, FEBRUARY 8, 2005

1:30 p.m. to 3:30 p.m.

The Cornhusker Hotel

— Cost: \$35.00 —

ADVANCE REGISTRATION IS REQUIRED. (see below)

Registration Deadline: JANUARY 21

Registration Form for Employee Benefits Basics Workshop

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

Send completed registration form and payment (\$35 made payable to LHRMA) to:

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

QUESTIONS? CALL 402.781.2054

