LERNARESOURCE MANAGEMENT ASSOCIATION

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REGISTER TO ATTEND BY: NOON FRIDAY, JUNE 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: <u>lhrma0048@yahoo.com</u>.

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, June 9, 2006. 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 <u>lhrma0048@yahoo.com</u> by noon on Friday, June 9, 2006. *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 bardest to register by the noon deadline*.

JUNE 13 DIVERSITY LUNCHEON MEETING:

DIVERSITY SUCCESS: "IF YOU BUILD IT, THEY WILL COME...AND HOPEFULLY STAY."

Speaker:	Olivia D. Crimiel-Minor	
When:	Tuesday, June 13, 2006	
Where:	Wilderness Ridge Lodge 1800 Wilderness Woods Place	
Registration:	11:00 a.m 11:30 a.m.	
Ieal & Program:	& Program: 11:30 a.m. – 1:00 p.m.	
Cost:	\$15.00	
Meal:	Assorted sandwiches, salad, dessert	

Directions: If you are going south on 27th street, turn right, or west onto Yankee Hill Road, go to Wilderness Ridge Drive and turn left, or south, and take this to the Lodge. If you are going south on 14th street, you will turn left, or east, onto Yankee Hill Road, go to Wilderness Ridge Drive and turn right, or south, and take this to the Lodge.

ABOUT OUR PROGRAM:

LHRMA members will hear strategies on how to maximize the chances that their organizations will be productive, efficient, and harmonious, and how diversity will contribute to that end. Learn how to achieve engagement from a diverse workforce and gain buy-in from management on diversity recruiting



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and initiatives. Hear real-life examples of diversity success stories from an expert in the field.

ABOUT OUR SPEAKER:

Olivia Crimiel-Minor is the EEO/Diversity Manager at Woodmen of the World Life Insurance Society Inc. in Omaha. She also serves as the Nebraska SHRM State Council Diversity Director.



President's Message



Cindy Mefford, President

just returned to my office from the May meeting (even though I L was tempted to skip work and go golfing on this beautiful spring day). Bruce Stec with the NE State Council did a nice job of explaining SHRM's position statements on legislative issues and bringing us up to date on our local legislation. He challenged all LHRMA members to get involved in the process - whether it was through letter writing, visiting with the senators or attending and/or testifying at a hearing. We can't expect things to change unless we get involved!

Just a quick thank you to members who are taking the time to complete the evaluation forms at the end of our meetings. The program committee works very hard to provide you with the topics, locations and presenters that you are requesting. The evaluation forms are one of the best ways for you to provide your input.

I received notification from SHRM that we achieved the Superior Merit Chapter Award for 2005. Thank you to Michele Spadt for her outstanding leadership last year which allowed LHRMA to receive the award once again. We will proudly display

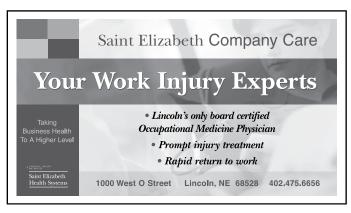
the banner at our meetings for the rest of this year.

Unfortunately, I received Kelly Riley's resignation as our Administrative Assistant effective May 31, 2006. Kelly has served LHRMA very well in this capacity for almost five years. During her tenure she was instrumental in designing our website, setting up the ability to send email blasts, register for monthly meetings via email, and saved the layout of the Directory in Word in order to save the Association money. These are just a few of the many, many tasks and accomplishments. While the Board members are saddened by her resignation, we totally understand her need for more time to spend on her personal and business life. We wish her the best! We have received a couple of resumes for the Administrative Assistant position so the Board hopes to have the position filled by early June.

Our June meeting is a diversity related program. The presenter, Olivia Crimiel-Minor who is the Diversity Director for SHRM Nebraska State Council and the EEO/Diversity Manager for Woodman of the World in Omaha, is a dynamic speaker so you won't want to miss it! Hope to see you June 13th!

Cendy Megord

Cindy Mefford



HR TIP Don't Get Mad...

Angry employees are found on every rung of the corporate ladder, from entry-level workers to top-level executives. They can not only instill fear in the targets of their wrath, but they also intimidate others, who may end up being too fearful to lodge a complaint. These workplace bullies have gotten away with their behavior for so long they often think they are immune from repercussions. However, HR can encourage and even require employees to attend anger management treatment.

HRESOURCEARTICLES

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, Cathy Maddox at: cmaddox@hampton1.com

LHRMA Member Changes

Check and verify your name and address on this month's LHResource for accuracy. Please contact Kelly Riley, PHR our LHRMA Administrative Assistant, for any of your personal job and address changes. Please either email your changes to Kelly at kelly@clarion-group.net, by telephone at 402.781-2054 or by mail to Kelly Riley, PHR, 1338 South 202nd St., Eagle, NE 68347.



LEGAL UPDATE WHEN IS A SALARY NOT A SALARY?

by Jack L. Shultz, HARDING, SHULTZ & DOWNS • Lincoln, Nebraska and Denver, Colorado

n March 27, 2006, the United States Department of Labor released two Wage & Hour Opinion Letters (dated March 10, 2006), which provided guidance to employers about salary requirements for exempt employees under the revised regulations which were implemented in August 2004. Since controversies about the application of the new regulations have not yet been ruled upon by federal courts, the Opinion Letters provide helpful guidance to employers on the salary requirements contained in the new regulations.

Deductions for Damages

In the first Opinion Letter, the employer told DOL that it currently uses a policy requiring deductions from the wages

of its non-exempt

employees for the cost of lost or damaged tools or equipment and that it wanted to extend this policy to exempt employees. DOL replied that the employer could not impose a fine on its exempt employees who damage equipment they use in performing their jobs, such as cellular telephones and laptop computers. DOL noted that the regulations require that the salary paid to exempt employees must be "guaranteed" and must be paid "free and clear" of credits or deductions. Deductions for a broken laptop computer would, according to DOL, constitute a reduction in salary due to the quality of the work performed by the employee, whether the deduction was made on the basis of a fine or as required reimbursement. The deductions would therefore violate the salary requirement of the regulations which would, in turn, mean that the otherwise exempt employee would now be treated as non-exempt and would need to be paid overtime.

Hourly Employees

In the first Opinion Letter, DOL also noted that reducing wages of hourly employees for broken or damaged equipment or tools might also be a violation of the FLSA. For example, DOL noted that non-exempt employees must still be paid the statutory minimum wage and that deductions for such losses could not reduce the hourly wage rate of hourly workers below the statutory minimum. DOL pointed to two specific situations where employers run the risk of violating this requirement. In the first situation, DOL noted that violations will occur if an employer deducts the cost of furnishing the employee with tools or equipment used in the employer's business because such deductions may go below the statutory minimum. In the second situation, a violation might occur if the employee must incur outof-pocket expenses to buy the item and the employer fails to reimburse the employee for the outlay.

Discipline

In the second Opinion Letter, the employer told DOL that it wanted to require exempt employees to work either 45 or 50 hours per week depending on their status in the company. The employer also wanted to require exempt employees to make up work time lost due to personal absences of less than a day. The employer added that while it would not dock the salary of employees who failed to meet either requirement, consistent failure to observe the proposed requirements would result in discipline "up to and including discharge."

DOL agreed that exempt employees may be required by an employer to work hours more than 40 and that an employer may require an exempt employee to make up work time lost due to personal absences of less than a day without loss of exempt status. However, DOL warned that the employer would violate the FLSA and the new regulations if it chose to use disciplinary suspensions lasting one day or longer for refusing to comply with the internal rules. DOL noted that an employer may impose a disciplinary suspension of one or more full days for violation of a workplace conduct rule. However, DOL noted that performance or attendance issues are not workplace conduct rules and that the employer would lose the salary status of exempt employees if the discipline for failure to work the required hours resulted in a suspension of one day or longer. DOL reminded employers that such disciplinary suspensions must relate to "conduct" in the workplace, not attendance.

Conclusion

Many employers have, of course, reviewed the August 2004 exempt status regulations. However, even those employers who have carefully reviewed the regulations may not have considered the situations described in these two Opinion Letters. The Opinion Letters make it clear that the salary requirement for exempt status will be scrutinized carefully. Any deductions from the salary of an exempt employee should be carefully reviewed and made only in accordance with specific provisions of the new regulations.

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 & Down, P.O. Box 82028, Lincoln, NE 68501-2028, or jshultz@hsdlegal.com.

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JUGGLING THE MANY HATS WE WEAR

Julie Gibson, LMHP Directions EAP

hink of your current relationships- to significant others, children, parents, church affiliations, employers, extended family, club and organization members, the list can go on and on. Balancing all those responsibilities and prioritizing our needs with our schedules to include everyone can be totally overwhelming. At times we can feel OK – we're multi tasking, we're in the fast lane and we feel productive and alive. But how do you gather yourself together when you feel like – the lane is moving too fast and it's harder and harder to feel balanced, focused and in control of your life?



How we answer that question could be the difference between marriage and divorce, good family ties and estrangement, feeling healthy and falling apart with premature health problems, success and burnout. Here are some simple steps for hanging on when the going gets tough:

- Recognize the signs early and resolve to make some changes.
- Make time to step back for reflection on the stress you're feeling-

Where are the challenges, what's working and what's not, who's complaining they don't get enough of you...

• If better balance is the key to happier living, what needs to enter your picture, what feels like it's missing?

We talk about time management and prioritizing needs and better stress management, but do we really work at those issues? Many authors have tried to help us really look at how we use the hours we have in any day to fit with the things we say are most important to us. Stephen Covey has done extensive work in this area and insists feeling fulfillment and success is tightly wound around how well we listen to our issues –answering the question – do I make time to address the relationships and goals that are most important to me?

Of course not every day will be in perfect balance -kids needs are not static, life happens and changes the plan for us, careers take unexpected turns, work has change and challenge written all over it; balance doesn't necessarily happen on a daily basis. But ignoring those areas of unbalance for a prolonged time spells trouble.

For some the answer to better balance means looking at their weekly or monthly schedules. Refer to Covey's work on time management if you need help in this area. Take a very honest look at where your time goes. Is it hard to give your attention to the task at hand because you are thinking of the other things you need to do or wish you could be taking care of? Are you with your wife and kids but hearing only every other word because the to-do list at work nags at you? Do you feel guilty at work knowing the family gets so little of your time and energy? Is it hard to shift gears and actually change hats to totally **be present** wherever you are at any given moment?

See EAP CORNER NEWS on Page 5.

HELP ACHIEVE THE SUPERIOR MERIT AWARD

You can help achieve the LHRMA Chapter Superior Merit Award by notifying Elly Hardekopf, 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 elly.hardekopf@molex.com throughout the year. We are getting close to the end of the year, and all volunteer efforts need to be recorded in order to qualify for the award.

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 KELLY RILEY AT: KELLY@CLARION-GROUP.NET OR CALL 402.781.2054

IF YOU ARE LOOKING FOR A Human Resource job then you can check out our website:

www.lincolnhr.org

Please remember that if you would like to hand out flyers, brochures, invitations, etc., it must be approved (preferably in advance) by a LHRMA Board member.

Jhank you

ATTENDANCE DRAWING WINNER

Who Says There's No Such Thing as a Free Lunch? Congratulations to Jen Kobza, Human Resource Representative with Cabela's. Jen will receive free registration at the June, 2006 meeting!



EAP CORNER NEWS

Continued From Page 4.

Leonard Felder, PhD, author of WAKE UP OR BREAK UP: 8 Crucial Steps to Strengthening Your Relationship, offers three suggestions for this **hat-changing process**. Particularly regarding switching hats from work to home he suggests:

- 1. **The Centering Time Out.** Five or ten minutes before you walk into your home, give yourself a time out. Stop the car a block away from home, close your eyes to find a moment of serenity. Then take a few moments to breathe, pray, meditate, or talk silently to yourself about the fact that the people you are about to meet in a few minutes (your mate and/or your kids) are more important than any client, customer, supplier, boss, or work colleague you've dealt with all day. This is the moment when you can once again realize they are the most important people in your life right now.
- 2. **The Promise.** Felder suggests making a daily promise to yourself that "instead of being an impatient, grumpy or bossy creep when I walk in the door tonight, I'm going to be the caring, interested, and relaxed partner these loved ones deserve. Tonight instead of tuning out my loved ones or having a short fuse, I'm going to be fully present."
- 3. **The Chance For Each Partner to Have a Turn.** Agree ahead of time with mate or kids that when you come home you want everyone to be able to share what his or her day was like. Give equal time rather than going into a 60-minute tirade expecting someone to listen that long to your day. Felder encourages people to be proactive in how they shift from work hat to family hat.

Felder has found "These three preventive steps can make a huge difference in the quality of your home life. Just by doing these 3 positive steps you will once again become the kind of mate and co-parent that will cause your partner and your kids to say "Wow, it's so good to have you back again"."

Managing stress better takes conscious effort. Sometimes it even feels like we don't have the time to step back and analyze what the dilemmas are. But in our breakneck paced world somewhere we have to find the time to step aside and look at all the hats we wear. Constantly assessing if our time is spent in ways congruent with our priorities. Maybe it's like Felder suggests **-our personal success depends on our learning to be totally present wherever we are.**

If trying to find balance in your daily routine is a continuous challenge and you would like some help prioritizing the many issues, call your EAP. If Directions EAP is your provider, call (402) 481-5998 to make an appointment

LHRMA HAPPENS!

HERE'S WHAT'S HAPPENING ON THE HOME FRONT.



Tuesday, July 11, 2006: Fueling the Talent Machine, Talent Selection, Development and Retention
Tuesday, Aug. 8, 2006: Legal Issues, Lincoln Action Program, Back to School Supply Drive
Tuesday, Oct. 10, 2006: HR Strategic Leadership

Mark your calendars now for the 2006 SHRM Nebraska State Conference, September 21 and 22 at the Qwest Center in Omaha. The theme this year is "Navigating the HR Waters", so plan on "cruising" to Omaha for outstanding sessions! Watch your mail for more information.

BOARD MEETING RECAP:

- If flyers are going to be handed out at the meeting, they need to have board approval first.
- Although the legislature is done, we are going to work on trying to get a senator to sponsor a reference checking bill.
- We have a sponsor for the July meeting.

WIN A FREE STATE CONFERENCE REGISTRATION

It's easy and rewarding to nominate an individual or a company for the **HR Professional of the Year or HR Employer of the Year award.** If you submit a nomination application for one of these awards and your nominee is selected, you will receive one free registration to the 2006 Nebraska Human Resource State Conference. It's SIMPLE! Answer these questions for your application:

HR Employer of the Year

- 1. How is the company advancing the HR Profession?
- 2. What are the best HR practices of this company?

HR Professional of the Year

- 1. What have they done to advance the HR Profession?
- 2. What is their HR experience? Provide a summary only.

Email information to Nancy Conway at <u>nancy.conway@cabelas.</u> <u>com</u> and put **HR Nomination** in the subject line. *Nominations are due by July 14.* Nancy can be reached at (402) 323-4447 if you have any questions.



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. Individuals applying for the PHR/SPHR Certification Exam must submit their application with payment by the dates specified to HRCI. Any questions re: the Certification Exam or eligibility should be directed to HRCI. HRCI's Certification Handbook can be accessed on line at *www.brci.org*.

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 Compensation and Benefits •
- Human Resource Development Employee & Labor Relations 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 Certification Guide written by HRCI will be provided to all 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). Prices are listed below. You must be a SHRM member to get the best rate. Other sources may be Amazon.com, textbooks.com or the University of Nebraska bookstores. If purchasing a used book, be sure to purchase the 11th edition.

o Human Resource Management (Mathis) \$126.95/\$115.95 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 \$50 for non-LHRMA members \int of the HRCI Certification Exam.)

Registration Deadline: August 28, 2006

Cancellation Policy: Registration fees will be refunded in full for cancellations received by Monday, 8/28/2006. 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 bave any questions.

NAME:		
TITLE:		
COMPANY:		
ADDRESS:		
PHONE:	FAX:	E-MAIL:
Do you plan on ta	king the Spring exam? 🛛 YES 🕞 NO	lf yes, which exam will you take? 🗅 PHR 🛛 SPHR

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



Memorial weekend is a time for us to remember those special people who are no longer with us, and we especially remember those who served in the military. Perhaps you have read this information previously, but it seems like an appropriate time to print the following:

Meaning of Flag Draped Coffin

hope you take the time to read this.....To understand what the flag draped coffin really means. Here is how to understand the flag that lay upon it and is surrendered to so many widows and widowers.

Do you know that at military funerals, the 21-gun salute stands for the sum of the numbers in the year 1776?

Have you ever noticed the honor guard pays meticulous attention to correctly folding the United States of America Flag 13 times? You probably thought it was to symbolize the original 13 colonies, but we learn something new every day!

- The 1st fold of the flag is a symbol of life.
- The 2nd fold is a symbol of the belief in eternal life.
- The 3rd fold is made in honor and remembrance of the veterans departing the ranks who gave a portion of their lives for the defense of the country to attain peace throughout the world.
- The 4th fold represents the weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in time of war for His divine guidance.
- The 5th fold is a tribute to the country, for in the words of Stephen Decatur, "Our Country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."
- The 6th fold is for where people's hearts lie. It is with their heart that they pledge allegiance to the flag of the United! States

Of America, and the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all.

- The 7th fold is a tribute to its Armed Forces, for it is through the Armed Forces that they protect their country and their flag against all her enemies, whether they are found within or without the boundaries of their republic.
- The 8th fold is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day.
- The 9th fold is a tribute to womanhood, and Mothers. For it has been through their faith, their love, loyalty and devotion that the character of the men and women who have made this country great has been molded.
- The 10th fold is a tribute to the father, for he, too, has given his sons and daughters for the defense of their country since they were first born.
- The 11th fold represents the lower portion of the seal of King David and King Solomon and glorifies in the Hebrews eyes, the God of Abraham, Isaac and Jacob.
- The 12th fold represents an emblem of eternity and glorifies, in the Christians eyes, God the Father, the Son and Holy Spirit.
- The 13th fold, or when the flag is completely folded, the stars are uppermost reminding them of their nation's motto, "In God We Trust."

After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington, and the Sailors and Marines who served under Captain John Paul Jones, who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for them the rights, privileges and freedoms they enjoy today.

There are some traditions and ways of doing things that have deep meaning. In the future, you'll see flags folded and now you will know why.

2006 WORLDATWORK CERTIFICATION COURSES

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).

For more information on WorldatWork or the certification program visit <u>www.worldatwork.org</u>.

The Human Resources Association of the Midlands (HRAM) is hosting the following WorldatWork certification courses in 2006:

September 13-15, 2006

T3 - Quantitative Methods

November 15-17, 2006

T6 - Mergers and Acquisitions

LHRMA members can attend these courses at the HRAM member rate so when registering indicate that you are an LHRMA/HRAM member to receive the discounted registration fee of \$800 (compared to the normal rate of \$985 for a WorldatWork member or \$1,485 for a non-member). For registration information visit the LHRMA website at www.lbrma.org or the HRAM website at www.lbrma.org or the HRAM website at www.bram. org under Committees/Professional Development/Certification/ WorldatWork Courses.



New LHRMA Members

Sarah Swanson, Human Resources Coordinator Tri-Con Industries Stamping Sara_swanson@tstna.com

Leon Holloway, Director of Human Resources Even-Temp, Inc. Leon.holloway@eventempinc.com

Joe Huffman, Jr., Human Resources Generalist Duncan Aviation Joe.jr.huffman@duncanaviation.com Stephanie Dostal, VP Operations Lincoln Chamber of Commerce sdostal@lcoc.com

Sarah Vollertsen, HR/Safety Coordinator Goodwill Industries sarahv@lincolngoodwill.org

We welcome all of you to our organization and hope that you will enjoy all the benefits of membership in this great group!

LERMA

LHRMA BOARD MEMBERS AND OFFICERS

MEMBERSHIP CHAIR

Mike Boden, CGBA

310-9270



PRESIDENT Cindy Mefford 486-2221 Cindym@eastmonttowers.com





PAST PRESIDENT Michele Spadt, PHR 434-5549 michele@L-housing.com



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GPN LIAISON -TOTAL REWARDS Kent Mattson, SPHR, CBP, CCP, CEBS



483-9275 Carmen.wiles@nreca.org



DIVERSITY CHAIR WORKFORCE READINESS CHAIR Joyce Welsch, SPHR 441-3871











NEWSLETTER IS PUBLISHED MONTHLY BY THE PUBLICITY COMMITTEE OF THE LINCOLN HUMAN RESOURCES MANAGEMENT ASSOC.

SHRM LOCAL CHAPTER 0048

PLEASE CALL KELLY RILEY, PHR, AT 402-781-2054, WITH ANY CHANGE IN POSITION, COMPANY OR ADDRESS OR SEND HER AN E-MAIL AT: KELLY@CLARION-GROUP.NET











Lincoln Human Resource Management Association P.O. Box 81066 Lincoln, NE 68501

RETURN SERVICE REQUESTED