

## About our Program:

### LUNCHEON:

#### Casting a Wider Net for Recruiting Qualified Workers

We have invited a variety of services and organizations to present how they partner with HR professionals to recruit qualified workers. Our speakers will spend some time talking about:

- An overview of their services
- Data on community utilization, demographics, and program effectiveness
- The most effective ways for HR professionals to use them as resources
- Little known tidbits about their services in the HR community

As a special bonus, the Department Of Labor will be sharing information about their "Worker Training Program"

### WORKSHOP:

#### Not Your Grandmother's Employee Engagement

We all know that creating an engaging workplace is crucial to business success. With over twenty years of research behind us we can now be confident that creating a great place to work can lead to a more productive workforce, one that takes better care of our customers and helps us thrive in an increasingly difficult economy.

But are the elements critical to creating and maintaining an engaging workplace still the same? Or (with tongue firmly in

## June 2010 Program Topics

**Luncheon:** Casting a Wider Net for Recruiting Qualified Workers  
 Department Of Labor – Steve Porr, Program Coordinator  
 Nebraska College Career Services Association  
 – Lynn Willey, President  
 Southeast Community College  
 – Shelly Tolle, Placement Specialist  
 UNL Career Services – Dr. Kelli Smith, Asst. Director  
 Experience Works, Inc. - Sue Hartwell, Director

**Workshop:** Not Your Grandmother's Employee Engagement  
 Mark Hirschfeld, SilverStone Group  
 – Principle & Co-Author of Re-Engage: How America's Best Places to Work Inspire Extra Effort in Extraordinary Times  
 Workshop includes a copy of this newly released book!

**When:** Tuesday, June 8<sup>th</sup>, 2010

**Where:** Isle's Reception Hall  
 6232 Havelock Avenue

**Registration:** 11:00 a.m. – 11:30 a.m.

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

**Workshop:** 1:15 p.m. - 3:15 p.m.

**Cost:** \$15.00 Luncheon Meeting\* (Non-members \$25)  
 \$35.00 Workshop\*

**Meal:** Isle's Pizza, Salad, Desert, & Drinks

\*HRCI Credits Applied For

*Program/Workshop Info continued on pg. 7 ....*

# President's Message

Mark Pankoke, President



It is June and vacation season. I hope all our members are able to get some well deserved time away from the office this summer. It can be a great time for family, friends and yes even for your work life. The time away can often allow us to relax and just like we often come up with answers in the shower, we also can develop new ideas or new solutions to problems when we are away from work on vacation. A little relaxation and time to let our minds wander can have hidden benefits for all parts of our life. Take time to smell the roses and who knows you may solve some thorny problems along the way.

Another great summer activity is the Annual SHRM Conference. This is being held June 27 – 30. This will be another great way to recharge those work, life batteries. You can learn new things, think new thoughts and see old friends. All of this is available and in beautiful San Diego. I hope this will be a possibility for you, if not this year, in coming years. If you are going to attend this year send me an email, HYPERLINK “mailto:mpankoke@madonna.org” [mpankoke@madonna.org](mailto:mpankoke@madonna.org), so I can be on the lookout for you.

If you aren't able to make San Diego, remember we will continue with our monthly meetings and workshops to provide you with continued opportunities to stay up on the latest trends, information and networking. Think of them as a mini conference.

I will see you at our next meeting and maybe in San Diego, too.

*-Mark Pankoke*

## FUTURE MEETINGS

- July 13 - Luncheon - Legislative Update - Workshop - Harassment
- August 10 - Luncheon – 101 Ways To Energize Employees  
Workshop - HR's Role In Leading Corporate Culture Change
- September - No meeting – State Conference 9/28-9/29



## ATTENDANCE DRAWING WINNERS

Who Says There's No Such Thing as a Free Lunch? Congratulations to Nancy Shy from EF Johnson Technologies. She will receive free lunch registration at the June 2010 meeting!

### Board Meeting Recap:

- Now a member of the Lincoln Chamber
- Social Media sites on LinkedIn and Facebook
- Fall PHR/SPHR classes start August 23rd
- Recap of Career Expo surveys
- Member Directory is on-line, for members only, password protected

## Website Reminder

All LHMRA members are now able to access member information through the website – [www.lincolnhhr.org](http://www.lincolnhhr.org). This new feature replaces the annual printed list of members! It allows us to go paperless as well as keep our member list current.



# LEGAL UPDATE

## Federal Hire Act and Update on Nebraska's Employee Classification Act

by Keith A. Prettyman • Woods & Aitken, LLP • Lincoln, NE

### HIRE Act

The Hiring Incentives to Restore Employment (HIRE) Act became law on March 18, 2010. The law provides tax incentives to employers that hire and retain previously unemployed workers. The HIRE Act has two main provisions designed to encourage employers to hire unemployed workers. The first provision is a payroll tax exemption. The second provision is an income tax credit. All private employers, including nonprofit organizations and colleges and universities (public and private) are eligible for these tax incentives.

### Payroll (Social Security) Tax Exemption

Under the Act, an employer's 6.2% Social Security tax liability is forgiven if the Act's conditions are met. Employers are eligible for a Social Security tax exemption if they hire a new employee between February 3, 2010, and January 1, 2011, who was previously unemployed and does not replace another employee of the employer. To receive the exemption, a newly hired employee must sign an affidavit stating that he or she has not been employed for more than 40 hours during the preceding 60 days. The IRS recently released the employee affidavit to be used for this purpose, Form W-11. The exemption is claimed by the employer on a revised Form 941, Employer's Quarterly Federal Tax Return. There is no limit as to the total amount of tax benefits that can be claimed by an employer.

To qualify for the exemption, the new employee must not have been employed for more than 40 hours

during the continuous 60-day period ending on the date the employee starts work. The new employee cannot be displacing a current employee unless that employee left voluntarily or was terminated for cause. Employees who are related to the employer or who directly or indirectly own more than 50 percent of the business are not eligible. Former employees who meet the 40 hour/60-day requirement and are rehired qualify for the exemption. A qualified individual may be hired full-time or part-time.

### Income Tax Credit

Employers who hire qualified new employees are encouraged to retain them. The HIRE Act also provides a tax credit for each new worker who remains employed for at least 52 consecutive weeks. The tax credit is the lesser of \$1,000 or 6.2 percent of the wages earned by the employee during the 52-week qualifying period. The new employee must be employed for the full 52 weeks to qualify for this credit. No partial credits are available. To qualify for the credit, the worker's wages during the last 26 weeks must be equal to at least 80 percent of what he or she earned during the first 26 weeks of employment.

### Update on Nebraska's Employee Classification Act

In the March 2010 LHRMA Resource, we provided an analysis of LB 563, a bill in the Nebraska Unicameral relating to the misclassification of employees as independent contractors. Following publication of that article, substantial amendments were made to the bill, which was passed on April 13,

2010 as the Employee Classification Act. Among many other amendments, the application of the Act was restricted to those providing construction or delivery services, the penalties associated with the act were changed, and the factors considered in determining whether an individual is an independent contractor or an employee changed as well. Additionally, the content of the required notice to employees was substantially reduced and modified. A final version of the bill as passed may be accessed at <http://uniweb.legislature.ne.gov/FloorDocs/Current/PDF/Slip/LB563.pdf>.

*Keith A. Prettyman is an attorney with Woods & Aitken LLP and may be reached at [KPrettyman@woodsaitken.com](mailto:KPrettyman@woodsaitken.com) or 402-437-8504. This article is provided for general information purposes only and should not be construed as legal advice. Those requiring legal advice are encouraged to contact an attorney.*

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## Coach's Corner

### Improving Conflict in the Workplace!

by Jane Weddle, M.A. • Weddle Performance Group

*"Did you know that 95% of company's workforce struggle with speaking up to their colleagues about their concerns?"*

*The result of this is: employees engage in resource-sapping avoidance tactics including ruminating excessively about crucial issues, complaining, getting angry, doing unnecessary work and avoiding the other person altogether.*

*"Did you know that the biggest risk to organizational safety is SILENCE!"*

*New research reveals employees waste an average of \$1,500 and an 8 hour workday for every crucial conversation they avoid. These costs skyrocket when multiplied by the prevalence of conflict avoidance.*

*--resource Crucial Conversations*

**What can we do as HR professionals?**

1. **ASSESS.** If you had to do an overall assessment of your organizations culture in handling conflict –how would you describe it?

There are 5 modes of handling conflict: Competing, accommodating, avoiding, collaborating and compromising and the scale on those modes is based on 1) assertiveness, the extent to which a person attempts to satisfy their own concerns and 2) cooperativeness, the extent to which the person attempts to satisfy the other person's concerns.

*Please take time to write a short paragraph of how you would describe your organizations culture on handling conflict it?*

2. **"How many of your organizations have defined a way to deal with conflicts between others?"** What would be the value of having a **Dealing with Conflict Policy?**

**Here are some key questions to ask in forming one:**

- What is our definition of conflict?
- What are some key process steps to follow when faced with a conflict?
- What are some key behaviors we encourage for all when dealing with conflict?
- What ground rules need to be in place to effectively deal with and have productive conversations when conflict arises?
- What are some key tips in order to deal with conflicts? What is Human Resources role? Your manager's role, Your role as an employee?

3. **How skilled is your workforce at dealing with conflict?** Not at all skilled, A bit skilled, moderately skilled, very skilled or extremely skilled. Treat interpersonal skills as crucial to develop and reinforce their use in your workplace.

4. **Create a Dealing With Conflict campaign within your organization.** Make it visible to all that this is important. Share the policy/process, create posters with tips and skills that could be used, share data about the impact of not dealing with conflict with the organization. Offer skill building and share success stories. Get creative.

*Jane Weddle, M.A.--Sr. Performance Consultant and Certified B-Coach for Weddle Performance Group. To find out more about the services and products ranging from hiring to development that WPG offers or for more information on other organizational needs, go to [www.partnerinperformance.com](http://www.partnerinperformance.com) or call 402-429-5224.*

## JOBS, JOBS & MORE JOBS!

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

CHECK OUT OUR WEBSITE:

[www.lincolnhhr.org](http://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](mailto: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](http://www.lincolnhhr.org)

June 14th  
is  
Flag Day!



- "Happiness does not depend on outward things, but on the way we see them."

-Leo Tolstoy

- "Strive not to be a success, but rather to be of value."

-Albert Einstein

## May Baskets for the Foundation

SHRM Foundation offers THANKS!

The SHRM Foundation, in conjunction with LHRMA would like to thank all of those who participated in the 2010 May Basket Raffle. The baskets donated by:

**Cabela's**  
**Lincoln Industries**  
**Blue Cross Blue Shield of Nebraska**  
**A to Z Printing**  
**LHRMA**  
**Nebraska Wesleyan Advantage**  
**Madonna Rehabilitation Hospital Continuum EAP (Vicki Deppenbusch)**  
**Nebraska Book Company**  
**BryanLGH**  
**UNICO**  
**Telesis Companies**  
**Novartis**  
**Hughes Brothers**  
**Midlands Financial**

We brought in over \$300 in donations for the SHRM Foundation. The Foundation is the Non-Profit affiliate of SHRM, providing support for research, scholarships and educational resources to advance the HR profession. Thank you to everyone who participated and made this event possible! If you missed the raffle and are interested in an opportunity to make a tax deductible gift to the SHRM Foundation, please contact Tami Lewis-Ahrendt, PHR.



## 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 [tara@coach2win.biz](mailto:tara@coach2win.biz) throughout the year.



## NEW MEMBERS

### Patrick Barger

President and Supervising Detective  
Arcane Investigations, LLC  
[pbarger@arcaneinvestigations.com](mailto:pbarger@arcaneinvestigations.com)

### John Herdman

CEO  
Parallels  
[johnh@parallelsinc.com](mailto:johnh@parallelsinc.com)

### Nate Kriefels

Human Resource Coordinator  
Gastroenterology Specialties PC  
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### Lori Saale

Staff Manager  
Alltel Communications  
[lori.saale@alltel.com](mailto:lori.saale@alltel.com)

## MEMBER CHANGES

Check and verify your name and address on this month's LHRResource 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](mailto:lhrma0048@yahoo.com) or by telephone at 402.483-4581 x 339.



## Change for the Foundation



Every month you will find a small jar with some spare change rattling around in the bottom. As the SHRM Foundation Representative, I hope to use this small effort to increase our annual SHRM Foundation gift. I hope that when you see it, you will be excited to make a small, yet significant donation to help advance the HR profession through the research, scholarships, publications and advancement opportunities that The SHRM Foundation provides. For more information on the SHRM Foundation, visit [www.shrm.org](http://www.shrm.org) and click on SHRM FOUNDATION. Thank you!



## A Manager's Guide to Dealing with Problems in Work Performance in Their Employees

By Tricia L. Branchaud, LMHP, LPC, CEAP • Directions EAP, LLC • Lincoln, NE

Managers and Human Resources personnel know that troubled employees don't always leave their personal problems at home. They can show up in the work place in ways such as tardiness, absences, excessive use of sick leave, frequent unplanned emergencies, decreased productivity, missed deadlines, irritability, negative fallout on coworkers. As a result, businesses suffer losses: in productivity, revenue, and employee morale, to name but a few.

An Employee Assistance Program can be a manager's or Human Resource person's best friend when such issues arise in the workplace. A supervisor's role is not to diagnose an employee's personal problem, but to exercise responsibility in dealing with the performance or conduct problem, hold the employee accountable, and when appropriate, refer the employee to the EAP (sometimes as part of a disciplinary action, sometimes as a friendly reminder of the benefit available to assist the employee).

When performance problems are ignored, they don't just go away. And they can have a very real effect on the morale of the other employees, including your other employees' respect for and trust in you as their supervisor.

Here are some tips to help in addressing these types of problems with employees:

### Some Do's and Don'ts for Managers and Supervisors

\*Starting the conversation with an

employee about a performance problem is often the most difficult step. Before you begin, have necessary documentation ready so that you can give as specific information as possible. **Timely feedback** is also the most helpful.

#### DO

- Prepare what you are going to say ahead of time. Have a plan and stick to it.
- Have your meeting in private. Try to arrange for no interruptions.
- Focus on job performance and conduct, not on suspected personal problems.
- Present specific documentation.
- Don't play favorites.
- Listen to the employee's perceptions of the situation(s).

There may be some missing pieces you are not aware of.

- Use a formal but tactful communication pattern. Don't be too casual, but respectful.
- State your expectations for improved performance as clearly as possible.
- State a specific time period within the expectations.
- Offer available resources such as the EAP.
- Arrange for a second meeting to evaluate progress.
- Consider getting the opinion of HR, the EAP or your supervisor ahead of time.
- Maintain appropriate confidentiality.

#### DON'T

- Try to diagnose the cause of the employee's job performance problem.
- Be distracted by tears, anger or other outbursts. Or get sidetracked.
- Appear to be disrespectful, rude, or judgmental.
- Back down (get a commitment for improved job performance).
- Threaten disciplinary action unless you plan to follow through.
- Cover up for or enable the employee's job performance problems.
- Get into an arguing match. If this happens, reschedule the meeting. If you know the employee to be a particularly defensive or argumentative person, consider having a second person with you in the meeting.

Remember, the goal of the meeting is not to counsel the employee about his or her personal problems, but to discuss and find solutions to the job performance problems.

Remember to use your Employee Assistance Program for coaching as to how to have these employee meetings, guidelines as to when an EAP referral is appropriate, and the difference between how supervisory **recommended** and supervisory **mandated** referrals are handled. Remember, as a supervisor, these meetings, when necessary, are a most important aspect of your job.

... Program/Workshop Info  
continued from pg. 1

cheek) is employee engagement today the same as in our grandmother's time?

Our facilitator, Mark Hirschfeld, a Principal at SilverStone Group, says no.

Mark is the co-author, along with Leigh Branham, of *Re-Engage: How America's Best Places to Work Inspire Extra Effort in Extraordinary Times*, just released by McGraw-Hill. *Re-Engage* is a summary of their research of over 12,000 employers across the United States, conducted in collaboration with Quantum Workplace of Omaha, Nebraska.

In this interactive session Mark will explore several emerging employee engagement trends that human resources professionals must be aware of in our ever-changing world of work. Their studies show that not understanding, proactively managing, these trends may put your business at great risk. Your workshop fee includes a copy of this newly released book and the workshop materials. Please join us.



**Correction**

The May newsletter article on page 6 - "EAP on TV? Don't Hold Your Breath" gave credit to the wrong individual. The article was submitted by Kevin Mattran, Continuum EAP.

Our sincere apologies to Kevin for the error! We appreciate the informational articles you provide for our newsletter.

*Oops!*

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## LHRMA RESOURCE

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