



Lincoln  
Human  
Resource  
Management  
Association



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[www.lincolnhr.org](http://www.lincolnhr.org)



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Volume 5, Issue 4

April, 2014

**Program: Exploring the Unconscious Mind**

**Workshop: A Deeper Look into Exploring the Unconscious Mind**

**Presented by: Minjon Tholen, Training & Development Specialist and Consultant, Cook Ross Inc.**

**WHEN:**

Tuesday, April 8th, 2014  
11:00 – 11:30 Registration  
11:30 – 12:00 Lunch & Announcements  
12:00 – 1:00 Keynote Session  
1:15 – 3:30 Workshop

**WHERE:**

Country Inn & Suites, 5353 N 27th Street, Lincoln, NE

**Parking is FREE!**

**COST:**

**Program Registration Fee:** LHRMA members—\$15  
Guests / All Other Attendees—\$25  
College Student Chapter Members—FREE (You must register with Jenessa Keiser, College Relations Chair)

**Workshop Registration Fee:** All Attendees—\$35

**MENU:** Tomato Basil Chicken, Rice Pilaf, Green beans and Carrot Cake.

**DEADLINE:** Register/cancel your registration by **12:00 noon, Friday, April 4<sup>th</sup>.**

**REMINDER:** There is a \$10 fee for late registrations and for no-shows. This \$10 fee is in addition to the regular registration fee. Please try your hardest to register on time, as late registrations and no-shows make it difficult on everyone involved.

**About Our Program:**

**Exploring the Unconscious Mind**

As businesses are increasingly recognizing the importance of diversity and inclusion in all areas of their organization, they are looking for innovative approaches to further these efforts. The session will focus on a topic that offers a new perspective on diversity and inclusion; unconscious bias. This topic has come to the forefront of our thinking during the past decade as science has discovered major breakthroughs in understanding how the human mind works. We will explore some of that research and how it impacts what and who we see, how we interpret information, and how we respond and make decisions. The presentation will end with a brief discussion of some ways in which we can begin to mitigate our own unconscious biases.

### About our Workshop:

#### Deeper Look into Exploring the Unconscious Mind

The workshop will build on the keynote, starting with a simulation exercise that helps us better understand what is driving our decision-making. We will explore our background and its impact on our unconscious mind and how we see the world. The session will wrap up with a discussion of addressing unconscious bias in our individual decision-making, interpersonal interactions, talent management, and organizational systems and structures.

### About our Speaker:

#### Minjon Tholen, Training & Development Specialist and Consultant, Cook Ross Inc.

Minjon Tholen is a Training & Development Specialist and Consultant at Cook Ross Inc. With many years of experience in curriculum design and facilitation, she specializes in trainings on diversity and inclusion, unconscious bias, and cultural competency. Minjon has developed and delivered trainings for educational, nonprofits, healthcare, and other organizations such as the Roosevelt Institute, Duke University Hospital, EMC, and Carlos Rosario International Charter School. She is also responsible for the Cook Ross staff and consultant learning and development programming. Minjon recently served as an international witness at a conference organized by the European Network Against Racism addressing racial and ethnic differences in Paris. Born in Sri Lanka, raised in the Netherlands, and further educated in the United States, Minjon graduated cum laude from the University of Utrecht for her Bachelor's degree, and holds a Master's degree in Gender and Women's Studies from the University of Wisconsin-Madison.

### 2014 May Basket Raffle

The LHRMA annual basket raffle is taking shape and promises to be exciting. This is a fun event that chapter members look forward to every spring. Raffle proceeds will go to the SHRM Foundation so they can continue to support the Human Resource profession with innovative academic research grants, educational resources, and scholarships.

In addition to purchasing raffle tickets by cash/check at the chapter meeting, you may also purchase them in advance through PayPal. The cost of tickets is: 6 for \$5, 12 for \$10, and 35 for \$25. Ticket purchases of \$25 or more are tax deductible; receipts will be provided.

Your LHRMA Officers have set a 2014 goal for the chapter to reach the next SHAPE level of recognition. All board members have agreed to donate at least \$25 to the Foundation this year.

So buy your raffle tickets on line, write a check or bring cash to help the SHRM Foundation support the Human Resource profession and have fun!

We wish to thank the following businesses that have already donated raffle items: Artisan Salon and Esthetics, Starbucks, Pampered Chef, Jimmy Johns and Let's Talk Dirt. If your organization is interested in donating a basket, please contact Denice Sears at: (402) 797-2312 or [hrmandas@windstream.net](mailto:hrmandas@windstream.net).





## President's Message

Melissa Price, LHRMA President

As board members of the Lincoln Human Resource Management Association, one of our responsibilities to you (our membership) is to ensure the appropriate use of funds and proper compilation of financial statements. To ensure that we meet financial expectations we have several processes that are in place that align with our bylaws. One of these processes is a review or audit of our financials. In even-numbered years, the audit is conducted by three non-board members who make up a financial review committee. In odd numbered years, a financial review is conducted by a certified public accounting firm.

LHRMA received its 2013 financial review back from our current certified public accounting firm, HBE Becker Meyer Love. As a board, we feel strongly that it is important for our members to be aware of our financial review and feel comfortable asking any questions. Below are the highlights of the 2013 financial review:

- The review includes primarily applying analytical procedures to management's financial data and making inquiries of the Board of Directors.
- The review is conducted in accordance with standards for accounting and review services issued by the American Institute of Certified Public Accountants.
- Based on HBE Becker Meyer Love's review, they reported that there are not any necessary modifications to our financial statements.

LHRMA's financials continue to be strong thanks to our members' continued support of our organization. As a board we will always strive towards meeting member's needs through education, networking, resources, legal updates, etc. in turn for your membership and financial support. If you have questions regarding our financial review or suggestions for increasing the value of membership with our association, please reach out as I would welcome the conversation.

— Melissa Price  
mprice@nebook.com



### Upcoming Programs and Workshops:


- May 13—A Capitol Conversation with Senators Katie Bolz & Colby Coash @ the Del Ray Ballroom
- June 10—Why Traditional Performance Reviews Don't Work with Chad Thies @ Hillcrest Country Club
- July 8—From Gratitude to Greatness with Mary Kay Mueller @ Country Inn & Suites  
Workshop—Communication at Work: How to Say What You Mean
- Aug. 12—Affordable Care Act with Randy Limbeck @ Wilderness Ridge  
Workshop—Affordable Care Act

Sept. 11 & 12—2014 SHRM NE State Conference @

Oct. 14—Social Media Panel @ The Isles

Nov. 11—Aligning Values & Beliefs with that of our Organization with Paula Pace @ Lincoln Firefighter's Hall

Dec. 9—December Social @ Grata

 Find us on Facebook.  
Become a fan and join  
the conversation.

## Legal Update

### Two Topics: Tightening FLSA Overtime Exemptions, Nebraska New Hire Reporting Act

by Robert B. Evnen

Woods & Aitken LLP

**First: Tightening FLSA white collar exemptions.** Last month the President issued a memorandum to the Secretary of Labor directing him to tighten certain overtime exemptions under the Fair Labor Standards Act ("FLSA"). Whatever these rule revisions turn out to require, it is a certainty that they will have the effect of reducing the number of employees who are exempt from overtime.

The FLSA was enacted in 1938 at a time when the unemployment rate was acknowledged to be about 20 percent. The law established minimum wage and overtime pay requirements for employees. The FLSA's purpose was to pay the employed better and more fundamentally to make the cost of overtime so expensive (at an overtime rate of "time and one-half") that businesses would hire more people rather than schedule existing employees to work overtime hours. Noted historians have observed that the FLSA overtime provisions had no impact on unemployment, but nonetheless, the law continues to this day.

Under the FLSA, all employees are required to be paid overtime unless they are the subject of specific exemptions. The burden falls on employers to establish that an employee is exempt from overtime.

Three exemptions often discussed together are executive, administrative and professional, the so-called "white collar exemptions." In order to qualify for any of these exemptions, there are two broad requirements, including that: (1) the employee must be paid on a true salary basis of not less than \$455 per week, and (2) the employee must perform exempt duties.

The Obama administration has directed the U.S. Department of Labor to tighten both of these requirements.

The last time that the salary-level and exempt-duty requirements were materially changed was in April 2004, when the Bush administration raised the salary floor for exempt status from \$155 per week (where it had stood since 1975) to \$455 per week. The Consumer Price Index for all urban consumers (CPI-U) nationwide increased 46% between April 2004 (when the floor was last raised) and January 2014. The Consumer Price Index for urban wage earners (CPI-W) nationwide increased about 47% during that same period. If the new regulations applied CPI to the current \$455 salary level, it would increase to about \$670. In 2016, California's floor is set to rise to \$800 per week, and New York's floor will increase to \$675. At present, Nebraska effectively follows federal law on this.

In addition to increasing the salary floor required for these exemptions, the President also has called for a heightened exempt-duties requirement. The reports that we have seen so far were limited to the requirements of the executive exemption, where the administration apparently wants employees under this exemption to spend more time performing exempt duties in order to qualify for the exemption.

The U.S. Chamber of Commerce already has stated that it intends to be fully attentive and engaged in the process of rule revision. No doubt other groups, in both the business and labor sectors, will be involved too.

Meanwhile, employers may want to take a look at the number of their exempt employees who are paid more than \$455 up to and including about \$675 per week, because, one could speculate, these employees may become ineligible for executive, administrative or professional exemptions as these rule changes are developed. If that were the case, these employees would have to be paid at the overtime rate for all hours worked in excess of forty in a work week.

**Second: The Nebraska New Hire Reporting Act.** This Nebraska statute was enacted in 1997 in response to a federal statutory requirement that was enacted in 1996. It requires the reporting of new hires/rehires to the

*(Continued on page 5)*

state. On and after January 1, 2010, the reporting requirement extended to independent contractors. New hires or rehires must be reported within twenty days of hiring.

The fine for failure to report is up to \$25 per employee for whom no report has been filed. I have never had any client contact me about a fine. Although the law has been on the books for about 17 years, questions from employers who are unaware of this requirement continue to arise periodically. The purpose of the law, at least as stated, is to increase child support enforcement.

Here's a link to the reporting website: <http://newhire-reporting.com/NE-Newhire/Default.aspx>

The website gives a complete account of the requirements of the statute, and provides an online reporting portal for those who wish to use it. Payroll services often will handle new hire reporting as well.

Bob Evnen is a partner with Woods & Aitken LLP in Lincoln where his practice focuses on advising and representing employers in labor and employment law issues.

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## CONGRATULATIONS!

Congratulations to the following newly certified Human Resource Professionals who participated in the Fall 2013 LHRMA Study Group and obtained their certifications during the Dec 2013/Jan 2014 exam window:

- **Jaclyn Baxa, PHR**
- **Amanda Carther, PHR**
- **Judy Fischer, PHR**
- **Mandy Hatcher, PHR**
- **Jonathan Rauner, PHR**
- **Dennis Wagner, PHR**
- **Karen Yelden, PHR**

Please take time to congratulate those who passed. The certification exam is a difficult exam because it covers a wide variety of human resource issues. The pass rates for the exams are generally 65% for those taking the PHR (Professional in Human Resources) and 55% for those taking the SPHR (Senior Professional in Human Resources). Human Resource Certification is the symbol of professional achievement. Beyond experience and education, the PHR or SPHR designation signifies that you have mastered the HR body of knowledge.

Certification also provides:

- National recognition of your professional achievement;
- An aid for career advancement;

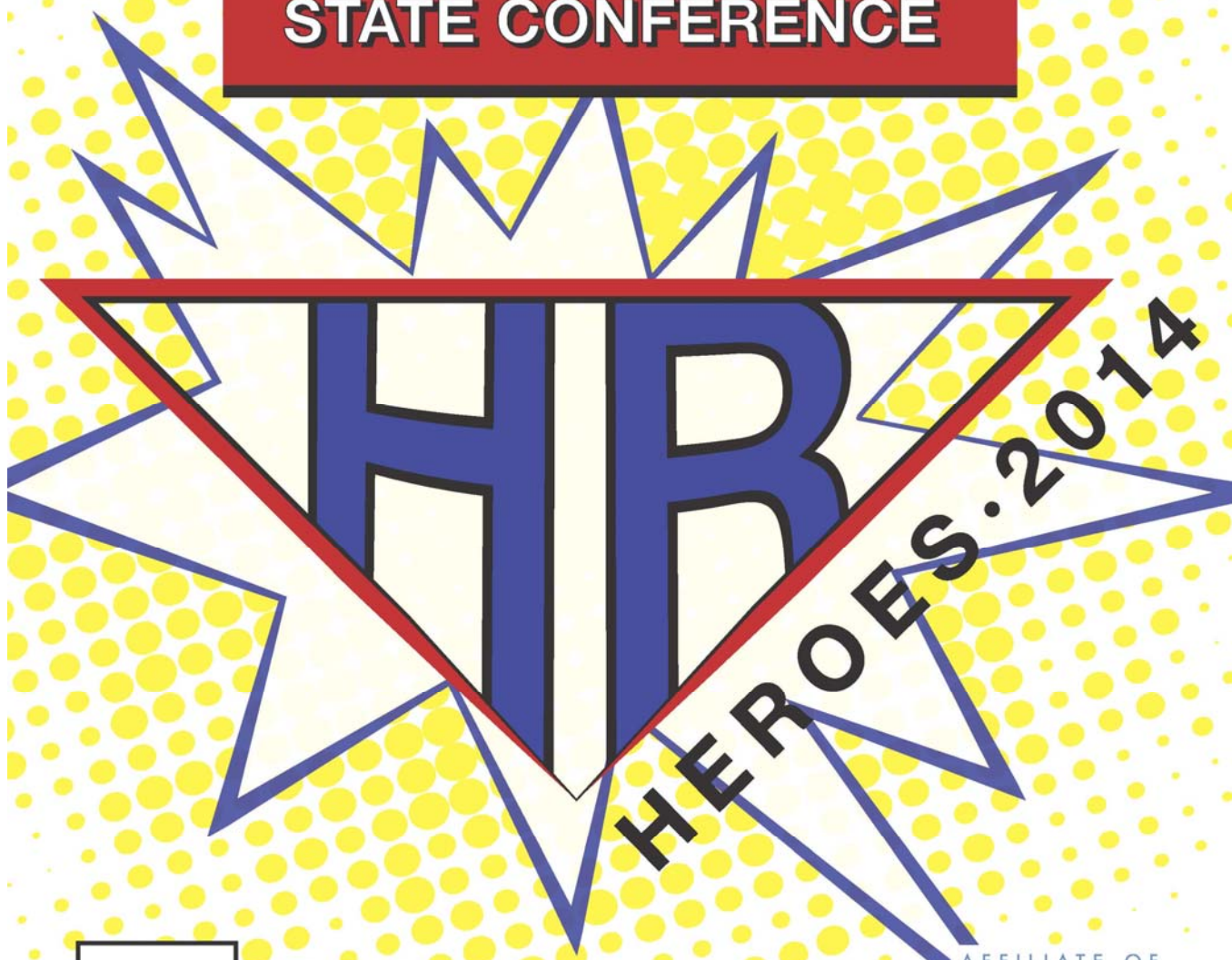
A reminder to peers and co-workers of your professional achievement through the use of your certification designation on business correspondence.

Certification exams are administered via computer during two testing windows each year, May 1<sup>st</sup> thru June 30<sup>th</sup> and December 1<sup>st</sup> thru January 31<sup>st</sup>. To find out more about the exam, visit [www.hrci.org](http://www.hrci.org). If you would like to more information about LHRMA's Certification Study Group visit [www.lincolnhr.org](http://www.lincolnhr.org) or contact Amy Spellman at [certification@lincolnhr.org](mailto:certification@lincolnhr.org).



# SHRM

STATE CONFERENCE



SEPT.  
11-12

AFFILIATE OF  
**SHRM**<sup>®</sup>  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

 **SHRM NEBRASKA STATE COUNCIL**  
Society for Human Resource Management

## **WELCOME NEW MEMBERS**

**Angelique Eisenbarth**  
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**Leah Hruska**  
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**Julie Thompson**  
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**Geri McIntyre**  
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**Welcome!**  
**You've joined an outstanding organization!**



### **Drawing Winner**

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

Congratulations to  
**Ashlee Dickinson** with  
People's Health Center.

Ashlee will receive free registration  
for the February program.

## **Jobs, Jobs and More Jobs!**

If you are an employer with an employee that is a current LHRMA member, then you can post your HR-related job opening on our website for **FREE!** Just email Kathy Harper at [lhrma0048@yahoo.com](mailto:lhrma0048@yahoo.com).

If you are looking for a human resource position, then check it out!  
Go to <http://lincolnhr.org/blog/hr-job-openings/>

This is also an excellent resource for students who are seeking an HR position or for companies to advertise if they have summer internships available. Take advantage of this great resource—you can't beat the price!



# Wellness

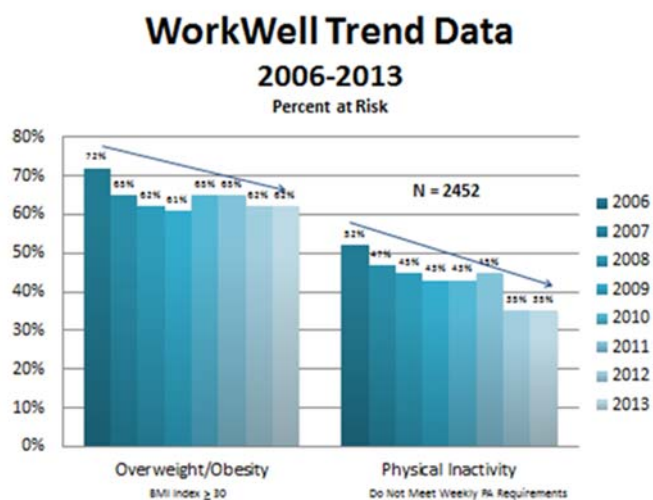
## Wellness in the Workplace

Tonya Vyhlidal, M ED, CHPD

WorkWell

Changes taking place in the health care market and the new Affordable Care Act guidelines have pushed worksite wellness programs to become an even greater necessity for organizations. Whether you currently have an active wellness program, are planning to have one, or just aren't sure where you are headed with wellness, a membership to WorkWell serves as a vital resource for organizations working through the worksite wellness maze.

LiveWell survey data (database includes WorkWell member companies from across Nebraska) demonstrates the positive health outcomes that WorkWell member companies have achieved. Data specific to Overweight/Obesity and Physical Inactivity shows a significant positive change for companies who have developed and maintained high quality well-designed workplace wellness program. With obesity, diabetes, and inactivity being a trending negative influence to a person's overall health and productivity it is impressive that organizations such as Lincoln Public Schools and other WorkWell member companies are able to make a positive influence in our states overall health.



LiveWell Survey Trend data reflecting 2,452 participants across multiple organizations show a 10% reduction in overweight/obesity from 2008 – 2014 and 17% reduction in inactivity from 2008 -2014.

WorkWell is a division of the Nebraska Safety Council and serves over 100 member organizations with their health and wellness needs. We support organizations looking to develop and enhance their worksite wellness programs by providing networking, training, consulting, data collection/management, and program design assistance. WorkWell has a strong history of providing high quality, value added service and has supported many of Lincoln's employers to receive local, state, and national recognition for their wellness programs.

WorkWell is proud to be the facilitator and administrator for the Governor's Wellness Award which began in 2008. Since the inception of the Governor's Wellness Award, over 170 companies of various size and industry have learned the evidenced based model for developing a wellness program, built high quality wellness programs, validated their wellness program's success, and have gone on to receive the coveted Governor's Wellness Award.

For more information on WorkWell services please contact Tonya Vyhlidal or Jackie Varicak at 402-483-2511.



## EAP Corner

### How to Take the Stress Out of a Performance Appraisal

Kelly Ethridge, Account Services  
Best Care EAP

A new year is upon us—and that means we'll soon be evaluating business goals and performances. Performance appraisals offer significant benefits to an organization by ensuring that each employee's performance is contributing to business goals. Aligning everyone's goals to business objectives is the key to success.

While most organizations conduct performance reviews, only about 1/3 of the managers look forward to delivering the reviews to their team members. *Performance appraisals don't have to be a "scary" experience for the manager (or employee).*

Here are some tips to help alleviate the anxiety and stress associated with the review process:

#### **Ensure employees know what to expect in the review process**

Set clear expectations as to what is being measured and goals related to the measurement. Explain the difference between meeting and exceeding expectations so to alleviate any "gray" area. In the actual meeting, listen and ask for feedback so that the goals can be modified if need be so the goals are constantly being worked on by the employee as well as the organization.

#### **Remain Objective**

Try to be as fair as possible, dedicate time to prepare for the meeting and review previous objectives and notes you have made over the year. Gather specific performance figures and focus on as many facts as possible. By doing so, you take the emotional (subjective) angle out of the meeting and send a clear signal to the employee that you are only focusing on the outcomes of their performance.

#### **Engage in a two-way discussion**

The meeting should really be a conversation between manager and employee. It is important that you give your employee the opportunity to respond to your ratings and their performance. The more they contribute the more engaged the employee will be in the company and their performance. When talking about areas of improvement, there should be a two-way input into what your employee needs to do to meet future goals as well as how you can support them in doing so.

#### **Provide regular feedback (not just at performance appraisal time)**

In general, employees want to know how they are doing. They want to know if their efforts are meeting the needs of others in their department and the company.

So, make an effort to provide feedback more than once a year. Maybe you can schedule quarterly updates so that you can make sure to provide that regular feedback and keep your employee on the right track. This way, there are no surprises for the employee since they are already aware of how well they have been performing.

*Need more help with performance appraisals or another area of management?* Best Care EAP offers several training programs that can help, Management Boot Camp (whether you are brand new to management or could use a refresher course) and Conflict Resolution Boot Camp.

If you are interested in learning more about our management training, visit Best Care's website at [www.BestCareEAP.org](http://www.BestCareEAP.org) or call 800 666-8606 for more information.



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**We're on the web!**  
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