



Lincoln Human Resource Management Association



PO Box 81066, Lincoln, NE 68501-1066  
[www.lincolnhhr.org](http://www.lincolnhhr.org)



Volume 6, Issue 2

February, 2015

**PROGRAM:** The Value of Creating Functional Job Analysis and How to Use Prewrite Screens, Presented by Bob Lueke, M.A., PT

**WORKSHOP:** Office Ergonomics: Train the Trainer Presented by Shannon M. Poppe

**WHEN:**

Tuesday, February 10th, 2015  
11:00 – 11:30 Registration  
11:30 – 12:00 Lunch & Announcements  
12:00 – 1:00 Keynote Session  
1:15 – 3:30 Workshop

**WHERE:**

Lincoln Firefighter’s Hall, 241 Victory Lane,  
Lincoln, NE  
**Parking is FREE!**

**COST:**

**Program Registration Fee:** LHRMA members—\$15  
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:** Club croissant and soup with cookies and brownies.

**DEADLINE:** Register/cancel your registration by **12:00 noon, Friday, Feb. 6<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:**

**The Value of Creating Functional Job Analysis and How to Use Prewrite Screens**

Do you understand the risk and potential cost of ADAAA non-compliance or inconsistency? Bob will discuss how to avoid these potential costly mistakes during this lunch program.

Done properly, Job Analysis provides a comprehensive assessment of job duties, equipment, and work schedules. It defines essential duties and physical requirements of each job—terms important under the ADAAA. It also provides documentation for

*(Continued on page 2)*

**Inside this issue:**

President’s Message	3
Legal Update	4
HR Certification	5
Spring Study Group	
EAP Corner	6
Wellness	7
New Members	8
Board of Directors	9



the behavioral aspects of job duties and expectations. Potential job modifications are also provided for current or future consideration.

### **OBJECTIVES**

- Define Functional Job Analysis and its possible uses/applications
- Understand the process of performing a job analysis
- Define the essential functions of a job, the tasks and physical demands associated with the function
- Understand important concepts of the Americans with Disabilities Act as it relates to Functional Job Descriptions
- Understand the difference between pre-employment vs. pre-placement screens
- Understand the role of the Americans with Disabilities Act as it relates to prework screening

### **About our Workshop:**

#### **Office Ergonomics: Train the Trainer**

Ergonomics is a term that is talked about frequently with organizations and among safety/wellness professionals, yet so few proactive ergonomics programs exist. While ergonomic disorders are the fastest growing category of work-related illness, organizations continue to struggle implementing effective programs.

Employee awareness and early intervention are key to preventing discomfort from becoming an injury. A proactive ergonomics initiative can help companies dramatically reduce the number of injuries sustained and ultimately become more productive.

Learn to make competent ergonomic assessments with this hands-on Train-the-Trainer Program. During this course, you will receive an introduction to ergonomics, guidelines for ergonomically-workstations, and strategies for identifying risk and implementing controls. With this information you will understand how to proactively address musculoskeletal risk factors with comprehensive ergonomic processes.

### **About our Speakers:**

#### **Bob Lueke, PT, Clinic Manager**

Bob is the clinic manager and a physical therapist for Madonna TherapyPlus – Northwest. Bob received his Bachelor's degree in Speech Pathology and Audiology from the University of Nebraska in 1976, and his Master's degree in Audiology in 1977. He later attended the Graduate School College of Medicine at the University of Iowa where he received his Physical Therapy degree in 1983. Bob has over 31 years' experience helping people in a wide range of experiences in several different rehabilitation settings including acute care, short and long term rehab, home health care, and outpatient clinics. He has special interest in Occupational Medicine and has completed advance training in performing functional capacity evaluations, work site ergonomics, functional job analysis, conducting pre-work screens, and working with people injured on the job. He is certified by two national companies to perform pre-employment screens for their local businesses. In addition, Bob has had more than 150 hours of advanced classroom training in the areas of manual therapy treatment techniques, Functional Capacity Evaluation, Physical Demands Validation, and Pre-employment Screening.

**Shannon M. Poppe** is an experienced Ergonomics Trainer/Consultant and owner of Desktop Ergonomics, an office ergonomics consulting company based in Lincoln, Nebraska. She provides ergonomic workstation assessments, employee training, and product recommendations for small businesses and large corporations. Having provided over 900 workstation assessments, she excels in retrofitting existing employee workstations. Shannon also offers a variety of training sessions on office ergonomics for employees and supervisors/safety committee members and can help implement an ergonomics program into large or small companies.

Shannon has a master's degree in Leadership Education and is a Certified Ergonomic Assessment Specialist (CEAS). Desktop Ergonomics is part of the Nebraska Safety Council/WorkWell's Trusted Network of Resources.



## President's Message

Melissa Price, LHRMA President



We constantly hear the generational stereotypes...Baby Boomers can't use technology, Gen Xers are slackers, Millennials are entitled.

As Millennials continue to enter the workforce, how do we as human resource professionals need to help our managers prepare? The article "You're Probably Wrong About Millennials" by Dan Schawbel, tackles this very question. It discusses that while Millennials are often stereotyped by their leader, they typically have a positive view of their managers – understanding that they offer experience, wisdom, and mentorship.

Some of the things that we can assist the managers within our companies to lead Millennials effectively are –

- Education about generational differences and how to drop the stereotypes. All individuals deserve the chance to prove themselves.
- Taking advantage of the opportunities that Millennials have to offer – desire to discover new experiences, the ability to push the boundaries, and need to make a positive impact.
- Shaping them to what managers need since Millennials want professional development.
- Setting clear expectations and the career paths available for continued growth.
- Developing mentoring programs with senior leaders to help their development and make them feel engaged with their workplace.

By knowing and recognizing the desires of different generations, we can really lead and develop programs that allow us to keep our talent.

— Melissa Price


*The article "You're Probably Wrong About Millennials" can be found via the Harvard Business Review.*

Gain **MORE**  
from your search

We're your regional staffing resource  
with a national reach, bringing expertise  
to each search since 1969.

**AUREUS**  
GROUP  
402.891.6900  
aureusgroup.com  
Finance | Systems | Executive

Temp • Direct Hire • Match Hire® • Interim

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

# Legal Update

## Why is the National Labor Relations Board Interested in Your Email?

by John Hewitt

Cline Williams Wright Johnson & Old Father Law Firm

---

Your company is a private, non-governmental employer and no labor union currently represents, or is seeking to represent, your employees in collective bargaining. Why is the National Labor Relations Board interested in your email?

On December 11, 2014, the National Labor Relations Board (the "Board") announced it will now presume that your employees may use employer-provided email for "statutorily protected communications" on non-working time. In *Purple Communications, Inc.*, the Board considered an "Internet, Intranet, Voicemail and Electronic Communications Policy" adopted by the employer. The policy provided in part:

Employees are strictly prohibited from using the computer, internet, voicemail and email systems, and other Company equipment in connection with any of the following activities... engaging in activities on behalf of organizations or persons with no professional or business affiliation with the Company...sending uninvited email of a personal nature.

When a union failed in its attempts to organize the company's employees, it challenged the policy's prohibition on email communications among those employees. Section 7 of the National Labor Relations Act (the "Act") gives employees (all employees covered by the Act, not just "unionized" employees) the right to "*engage in... concerted activities for...mutual aid or protection.*" Exercise of an employee's Section 7 rights necessarily encompasses the right to communicate with another employee at work regarding "self-organization and other terms and conditions of employment," but this right must be balanced against the legitimate property interests of employers. Finding that the use of email had expanded dramatically as a common form of workplace communication, the Board overruled a previous contrary decision which had elevated an employer's property rights in its email system over the employees' Section 7 communication rights.

The Board did attempt to limit the impact of its decision. First, the Board noted that the decision applies only to employees who have already been granted access to the employer's email system in the course of their work. An employer is not required to provide an employee access to a company email system if it does not do so already. Second, an employer may apply uniform controls over its email system to the extent such controls are necessary to maintain production and discipline. Finally, the Board expressly refused to address email access by nonemployees.

Most commentators believe that the Board's decision will not be the final word on this issue. Expect a significant amount of litigation as employers attempt to comply with the Board's new rule. Pending further direction, how should you react to this decision?

You should reevaluate your email or electronic communications policy or policies. For now, electronic communication policies should not restrict employees' use of company email to business purposes only. You may limit non-business related communications to non-working time. However, recognize that this limitation may prove unworkable where an email sent on non-working time is received during another employee's working time.

An employer may continue to inform its employees they have no expectation of privacy in their company emails. Employers may review emails on a company email system for legitimate business reasons, including

*(Continued on page 5)*

insuring productivity during working time, preventing disclosure of proprietary information or intellectual property violations, and legal holds. However, the Board will require employers to monitor emails in accordance with an established practice and will not allow increased monitoring of protected conduct such as an organizational campaign or the activities of union supporters.

Employers should also consider a comprehensive Solicitation and Distribution Policy that places limits on all types of workplace solicitations, including solicitations by email. These policies generally restrict such activities to non-working time. These policies should be reviewed by counsel to ensure that they are compliant with existing Board precedent.

<sup>1</sup> *Purple Communications, Inc.*, 361 NLRB NO. 126 (2014).

<sup>2</sup> *Beth Israel Hospital v. NLRB*, 437 U.S. 483 (1978).

<sup>3</sup> *Hudgens v. NLRB*, 424 U.S. 507 (1976).

<sup>4</sup> *Register Guard*, 351 NLRB 1110 (2007).

4811-2131-6385, v. 1

*This article is provided for general information purposes only and should not be construed as legal advice. Those requiring legal advice are encouraged to consult with their attorney.*

## **Earn the New Standard in HR Certification.**

### **Prepare with LHRMA's Spring Certification Study Group.**

This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organizations. The profession is no longer just about **what** you know – but **how** you do your job.

The [SHRM Certified Professional \(SHRM-CP™\)](#) and [SHRM Senior Certified Professional \(SHRM-SCP™\)](#) credentials are poised to become the new standard for HR professionals worldwide, as they are among the first HR certifications that focus on teaching and testing the practical, real-life information HR professionals need to excel in their careers today, including knowledge, skills and behavioral competencies.

Ensure you're prepared with LHRMA's Spring Certification Study Group designed for SHRM credential candidates. This intensive 12 week program combines expert instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay on track for success on the exam. [Click here to find out more!](#)

### **Let Us Guide You to Success.**

Our course is based on the *NEW 2015 SHRM Learning System for SHRM-CP/SHRM-SCP*. Comprised of comprehensive learning modules teaching the *SHRM Body of Competency and Knowledge™ (SHRM BoCK™)*, and online resources, these study materials streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

**By attending our course, you'll benefit from:** Multiple experienced, certified instructors; *The SHRM Learning System, historically ranked the #1 HR certification prep tool*; A structured learning experience that keeps you on track; Opportunities to network and learn from your peers; Tuition reimbursement and up to 36 professional development credits (PDCs)

**[Register by January 30<sup>th</sup> for the Spring Study Group. Don't miss out!](#)**

**[Click Here For More Information.](#)**

## EAP Corner

Are You a GOOD Leader OR Are You a GREAT Leader?

Kelly Etheridge, Account Services  
Best Care EAP



*Best Care*  
EMPLOYEE ASSISTANCE PROGRAM



Are You a GOOD Leader **OR**  
Are You a GREAT Leader?

*"Good business leaders create a vision, articulate the vision, passionately own the vision and relentlessly drive it to completion."*

*-Jack Welch,  
former chairman and CEO of General Electric Co.*

It may be easy to spot positive qualities you see in leaders you admire. It is much harder to translate those qualities into your own management style.

Are you the best leader you can be?

Here are the top 10 qualities of a **GREAT** leader:

<b>Vision</b>	Has a clear picture of where to go, as well as a firm grasp of what success looks like and how to achieve it
<b>Integrity</b>	Walks the talk
<b>Dedication</b>	Uses whatever time and energy it takes to get whatever accomplished
<b>Magnanimity</b>	Gives credit where it is due and takes personal responsibility for the failures (Spread the fame, take the blame)
<b>Humility</b>	Recognizes that they are no better or worse than the other members of the team
<b>Openness</b>	Listens to new ideas, even if they do not conform to the usual way of thinking
<b>Creativity</b>	Thinks differently, able to get outside of the box
<b>Fairness</b>	Deals with others consistently and justly
<b>Assertiveness</b>	Clearly states the facts and hears everyone before passing judgment
<b>Humor</b>	Uses humor to energize followers

Make 2015 your year as a **GREAT** leader! Check out the sessions in Best Care EAP's **Spring Learning Series! *Management Boot Camp* – Feb. 12, 2015 or *Conflict Resolution Boot Camp* – March 10, 2015.** For session and rate information, send an email to [Kelly.Ethridge@BestCareEAP.com](mailto:Kelly.Ethridge@BestCareEAP.com).

Being a leader is stressful! Contact your EAP professional counselor for individual, confidential support. Don't have an EAP? Best Care EAP provides confidential, professional support and guidance to client organizations and their employees. For more information, contact Brigette Porro at 402-354-8000 or [Brigette.porro@bestcareeap.org](mailto:Brigette.porro@bestcareeap.org).



# Wellness

## Fight Fatigue with These Energy Boosting Tips!

Kelli Kennel, MS, RDN, LMNT

Corporate Wellness Developer, Madonna Fit for Work

---

Are energy crashes a daily occurrence? Rather than reaching for a cup of coffee or a candy bar, use these strategies to stay energized all day.

**Rise and Dine.** After not eating all night, your tank is on empty! Eating breakfast will refuel your body and mind with energy for the day ahead. Eat your morning meal within two hours of waking, and aim to include at least three of the food groups at breakfast. For example, try Greek yogurt mixed with whole grain cereal and blueberries or cook oatmeal in milk and, then mix in a diced apple and dash of cinnamon.

**Eat on Schedule.** Waiting too long between meals will cause your energy levels to plummet, not to mention make you cranky. However, eating consistently throughout the day – every three to five hours – will keep your brain and body fueled. This could be five to six mini-meals or three meals and two snacks, whichever best suits your needs and preferences.

**Fill Up on Filling Nutrients.** Complex carbohydrates and protein are two nutrients that should be included in every meal and snack. Carbohydrates are the body's preferred source of energy, so when you restrict them, you wind up feeling lethargic. Choose fiber-rich sources such as whole grains, legumes and fruit. Protein is important because it slows down digestion, which helps sustain energy levels over a long period of time. Good sources of protein include lean meat, poultry and seafood, eggs, low-fat dairy, beans and nuts.

**Stay Hydrated.** Keep your body functioning at top notch by drinking plenty of fluids throughout the day. In general, women should strive for at least 11 cups of fluid each day, while men should drink at least 15. Exercise, hot or humid weather, high altitude and sickness (fever, diarrhea, vomiting) all increase water requirements, so drink extra fluids if you encounter any of these scenarios. Water is the best choice, but all fluids, including coffee, tea, milk and diet soda count toward your quota.

**Get Moving.** While moving sounds counterintuitive to fight fatigue, research has shown that just 10 minutes of activity, like walking, can boost energy levels for up to two hours.

**Get More Shut Eye.** It will be tough to operate at peak energy if you're not getting snoozing enough. Most adults need seven to nine hours each night. If you fall short of this, start going to bed 15 minutes earlier, and then build on that every few days until you reach the magic number where you are feeling more energetic, mentally and physically, during your day.

For more information about healthy lifestyle tips and corporate wellness initiatives, call Kelli at (402) 434-5939.

## **WELCOME NEW MEMBERS**

**Allison Fredericks**  
HR Director  
Midwest Holding, Inc.  
afredericks@midwestholding.com

**Michaela Griffen**  
HR Clerk  
IAC Acoustics  
michaela.griffen@iac-acoustics.com

**Dana Meyers**  
Assistant Director of Training Solutions  
Southeast Community College  
dmeyers@southeast.edu

**Margaret Parde**  
HR/Marketing/Credentialing  
Nebraska Orthopaedic and Sports Medicine  
mparde@nebraskaortho.com

**Gabby Quezada**  
HR Assistant  
Midwest Holding, Inc.  
gquezada@midwestholding.com

**Deirdre Smith**  
HR Specialist II  
Nebraska Department of Education  
deirdre.smith@nebraska.gov

**Danielle Weber**  
HR Specialist  
Lincoln Surgical Hospital  
dweber@lincolnsurgery.com

**Becky French**  
Human Resources  
Ayars & Ayars  
bfrench@ayarsayars.com

**Roberta Koelzer**  
Human Resources Specialist  
Ameritas  
roberta.koelzer@ameritas.com

**Britta Muhleisen**  
Director of Marketing and Sales  
Zelle HR Solutions  
britta@zellehr.com

**Connie Peterson**  
Human Resources Manager  
INSPRO Insurance  
clpeterson@insproins.com

**Marie Shaw**  
Human Resources Administrator  
Kawasaki Motors Manufacturing  
mshaw@lcn.kmmfg.com

**Rachel Szlag**  
Director of Human Resources  
Krueger Development  
rszlag@kruegerdevelopment.com

**Tina Willoughby**  
Director  
Bockmann, Inc.  
tinaw@bockmanninc.com



**Welcome!**  
**You've joined an outstanding organization!**

---

## **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://lincolnhhr.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!







**Lincoln Human Resource  
Management Association**  
PO Box 81066  
Lincoln, NE 68501-1066

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

SHRM local chapter #0048



**We're on the web!**  
[lincolnhr.org](http://lincolnhr.org)

**Board of Directors**



**PRESIDENT**  
Melissa Price, PHR  
Director, Human Resources  
Nebraska Book Company  
402.421.0402  
[president@lincolnhr.org](mailto:president@lincolnhr.org)



**PAST PRESIDENT**  
Judy Ganoung  
Fiscal & HR Director  
Disability Rights Nebraska  
402.474.3183  
[pastpresident@lincolnhr.org](mailto:pastpresident@lincolnhr.org)



**PRESIDENT ELECT/  
GOV'T RELATIONS**  
Joel Scherling, PHR  
HR Administrator  
NE Dept. of Education  
402.471.4736  
[govt.relations@lincolnhr.org](mailto:govt.relations@lincolnhr.org)



**PROGRAMS CHAIR**  
Kenda Fink, PHR, SHRM-CP  
Human Resources Manager  
ALN Medical Management, LLC  
402.486.7118  
[programs@lincolnhr.org](mailto:programs@lincolnhr.org)



**SECRETARY**  
Kathy Harper, PHR, SHRM-CP  
HR/Administration Director  
Lincoln Medical Education  
Partnership  
402.483.4581  
[secretary@lincolnhr.org](mailto:secretary@lincolnhr.org)



**TREASURER**  
Lindsay Selig, SPHR  
HR Coordinator  
Complete Children's Health  
402.327.6002  
[treasurer@lincolnhr.org](mailto:treasurer@lincolnhr.org)



**CERTIFICATION**  
Amy Spellman, PHR  
HR Assistant Director  
NE Dept. of Education  
402.471.5027  
[certification@lincolnhr.org](mailto:certification@lincolnhr.org)



**DIVERSITY**  
Leon Holloway  
Manager, Team Services  
Duncan Aviation  
402.479.1549  
[diversity@lincolnhr.org](mailto:diversity@lincolnhr.org)



**MEMBERSHIP**  
Adam Parrish, PHR  
HUDL  
402.817.0060  
[membership@lincolnhr.org](mailto:membership@lincolnhr.org)



**COLLEGE RELATIONS**  
Jenessa Keiser, PHR  
Human Resources Coordinator  
Lincoln Surgical Hospital  
402.484.0823  
[college.relations@lincolnhr.org](mailto:college.relations@lincolnhr.org)



**WORKFORCE READINESS**  
Kim Michael, PHR  
Director of Operations & HR  
Region V Systems  
402.441.4350  
[workforce.readiness@lincolnhr.org](mailto:workforce.readiness@lincolnhr.org)



**SHRM FOUNDATION**  
Denice Sears, SPHR  
Training Specialist  
Nebraska Dept. of Roads  
402.479.3656  
[shrm@lincolnhr.org](mailto:shrm@lincolnhr.org)



**MARKETING/  
SOCIAL MEDIA**  
Kelly White, SPHR  
Asst. Director of Employee  
Relations/Sr. HR Facilitator  
University of Nebraska - Lincoln  
[marketing.sm@lincolnhr.org](mailto:marketing.sm@lincolnhr.org)