



Lincoln Human Resource Management Association



Vision: Be the go-to resource on people management for the community.

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Volume 5, Issue 11

November, 2014

Program: Aligning Your Values & Beliefs With That of Your Organization

Workshop: An In-Depth Look at Aligning Your Values With That of Your Organization

Speaker: Paula Pace

WHEN:

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

This month’s program has been Pre-Approved for One General HRCI Credit Hour

Approval for the Workshop is still pending at this time.

WHERE:

Lincoln Firefighter’s Hall, 241 Victory Lane, Lincoln
Parking is FREE.

COST: Program Registration:

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

Workshop Registration: \$35 for all attendees

MENU: Catered by Tastefully Yours.

DEADLINE: Register/cancel your registration by **12:00 noon, Friday, Nov. 7th**.

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:

Luncheon: Aligning Your Values and Beliefs with that of your Organization

We all hold within us defining moments that have come to shape the core (and the surface) of who we are. These defining moments begin early and are strengthened or changed throughout our lives. Based on these defining moments, we develop values and beliefs with which we work and play. Peter Senge, author of *The Fifth Discipline* and *The Fifth Discipline Handbook*, tells us that during our lives, we need to revisit the personal defining moments that shape us.

In this presentation we will begin to look at the personal defining moments that have

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shaped our lives, and we will take them to work. But can we do this? Should we do this? I only ask that you bring an open mind and heart – and bring with you the vision and/or mission of your organization. I compare this exercise to a pit stop in a road race, it gives you a chance to make sure everything is in working order, check your gut and take off again.

Workshop: In Depth look at Aligning your Values with your Organization

Should you decide to join us for the workshop following the luncheon, you will have an opportunity to further explore and engage the connection between your personal values and beliefs with that of your organization. We will explore:

- Reflection and inquiry
- Moving forward with confidence
- Working with excitement and energy

Finally, why do we – should we – connect the personal and the professional? One need only to look at the time spent at work and thus engaged with others. We are all responsible for our own behavior, energy and drive at work; and an understanding of where it comes from will give us future direction.

About Our Speaker:

Paula Pace

Paula is an award winning speaker, trainer and executive coach who works across the US and Canada. She uses stories, examples and humor to engage and invite her audience into the learning experience.

With a Master's degree in Education, Paula has developed and implemented training strategies and programs tailored to the unique and diverse environments she has served. From technical seminars to public communications, Paula has designed and developed successful training programs for major national and multinational institutions.

From the intricacies of communication to the subtleties of Business Protocol, Paula delivers the requirements to succeed, excel and enjoy today's world.

Membership Renewals

Watch your mail for membership renewal information. The annual LHRMA membership fee will remain the same at \$50.00 per member. **Payments are Due by December 31st.** You may mail your check, or you can pay with a credit card on our web site at www.lincolnhr.org.



President's Message

Melissa Price, LHRMA President



You can't turn on the news or open a newspaper without seeing something about the Ebola outbreak. We have heard the World Health Organization (WHO) declare the outbreak an international health emergency. While it may be too early to tell how major of an issue it will be within the United States, it reminds HR professionals of the need to have plans in place for any type of disease prevention. Unfortunately, flu season is in full swing too.

What plans can you put in place that will ensure a quick response if necessary? Here are some of the items that I have found should be included in any type of disease prevention plan –

- Drafted communication to employees
- Expectations for employees around keeping public areas cleaned and sanitized
- Proper leave management practices in place
- Business disruption plans
- Identify business-essential positions and people required to sustain business-necessary functions
- Identify employees who are in positions that require travel and determine any necessary action to take with them
- Have items stockpiled (soap, tissue, hand sanitizer, cleaning supplies, etc.)
- Training for employees
- Engage your EAP to help employees manage additional stressors
- Potential culture shifts that encourage ill employees to stay home
- Minimize situations where groups of people are crowded together when possible
- Promote healthy lifestyles (good nutrition, exercise, smoking cessation, etc.)

The Occupational Safety & Health Administration's (OSHA) website has some tools that employers can use to help create a "just in case plan" – one that we hopefully never have to pull out and use.

Here's to your health!

– Melissa Price

Plan Ahead for the December Social

WHEN: Tuesday, December 9, 2014, Starts @ 4:30 pm

WHERE: Venue, 4111 Pioneer Woods Drive, Lincoln

Join us as we celebrate the end of another successful year! There will be FREE drink tickets for everyone, as well as door prizes! It's sure to be a great time!

We will also recognize our volunteers—Your hard work throughout the year is crucial to our success, so we hope you will attend so we can properly THANK YOU!

We will be collecting toys for Toys for Tots at our December Social.

Please bring an unwrapped toy for a child ages infant—12 years. Each person who brings a toy donation will receive one extra raffle ticket for our prize drawings!



Legal Update

Who Messed Up This Computer?

by Jack L. Shultz and Robert B. Truhe

HARDING & SHULTZ, P.C., L.L.O.

A federal district court in Texas answered the question listed above by pointing the finger at prior employees of a technology company. Those former employees allegedly downloaded and then deleted confidential and proprietary information belonging to their employer. The employees then left to start a competing venture. As you might expect, the former employer filed a lawsuit in federal court and the issues and conclusions apply equally well in Nebraska.

THE COMPANY POLICY

The former employer must have been a reader of their trade association newsletter because the former employer made sure to write down a policy about computer usage. That policy stated that it is "inappropriate conduct" to use the company computer system to engage in private or personal business activities. The policy also stated that it was "inappropriate conduct" to make unauthorized copies of data or to delete data. Interestingly enough, one of the former employee defendants helped write the policy.

THE ACTIVITIES

The former employees in question allegedly copied confidential company information. The former employees then deleted the information from the company computer. Finally, the former employees left the company to launch a competing venture.

FEDERAL LAW

The Computer Fraud and Abuse Act (CFAA) establishes liability for anyone who "knowingly and with intent to defraud" exceeds authorized access to a protected computer and obtains anything of value to further the intended fraud. The federal court concluded that all of the former employees exceeded their authorized access to the computer system and that the value of the misappropriated information completed the requirements to state a claim under the CFAA. The CFAA also establishes liability for anyone who knowingly causes the transmission of a program, information, code or command and thereby causes intentional damage to a protected computer. The federal court concluded that the alleged use of a hard drive erasure program stated an additional claim under the CFAA. Finally, the CFAA establishes liability for anyone who intentionally accesses a protected computer and causes damage and loss. The federal court concluded that the former employer stated a claim under this section of the CFAA as well.

NEBRASKA LAW

In 2008, the federal district court in Nebraska stated that under Nebraska law it is a generally recognized principle that an employee owes a duty of loyalty to his employer during the course of his employment. In that case the defendant employees breached the duty of loyalty by intentionally preventing the employer from discovering that specific customers are considering not renewing their business with the employer and taking steps to persuade customers not to renew their business with the employer in order that a competing firm could take over the accounts. In addition, the Nebraska Uniform Trade Secrets Act applies to misappropriation of proprietary information even if there is not an employment relationship. In other words, activities of the type alleged to have occurred in Texas would have been actionable in Nebraska under both federal and state law.

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CONCLUSION

All employers should develop and distribute a computer use policy to all employees. The types of computer usage which are considered by the employer to be "inappropriate" should be clearly spelled out. Incorporating the prohibitions found in the CFAA and in Nebraska state law is a good starting point. However, each employer and business has unique proprietary and confidential information, and the written policy should be clear in spelling out that information and prohibiting its misappropriation. All employers hope to avoid litigation involving employee misuse of computers and the information stored on those computers. However, in the event such a situation develops, a written policy is extremely valuable, as it was in this Texas case. Write your policies carefully!

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 authors of this article, Jack L. Shultz and Robert B. Truhe, can be contacted at 402/434-3000, or at Harding & Shultz, P.C., L.L.O., P.O. Box 82028, Lincoln, NE 68501-2028, ishultz@hslegalfirm.com or btruhe@hslegalfirm.com.

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WELCOME NEW MEMBERS

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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
Justin Schreier with Experian.
Justin will receive free registration
for the November program.

EAP Corner

Mediating when Communication Breaks Down Between Coworkers

by Kelly Ann Ethridge, MA
Best Care EAP

When coworkers are caught in conflict, do you know how to re-open the lines of communication without getting trapped in the fallout? Do you care—or do you just stay clear? As a leader, here's what you can do to minimize the grumbling, reduce stress and hopefully resolve the issue:

Avoid taking sides. Work with individuals, warn upfront you'll be talking to both of the parties to get a clear view of the situation.

Interview the bystanders. You can only make sense of someone else's conflict when armed with unbiased versions of events and circumstances. Observe "innocent bystanders" reactions to the situation. Probe what they observed first-hand. Identify facts.

Handle the PR. If you can, pass along complimentary remarks from one person to the other. Sharing positive past experiences adds credibility to the relationship and helps to resolve issues more quickly.

Offer to coach. Restate their common goals—again and again. This is particularly important if the mediation is taking a long time.

Mediate. As a last resort, assume a mediator role:

- Share conclusions about where the miscommunication happened
- Lobby for a "no-fault" resolution. Downplay blame. Conflict is inevitable. No one has to be at fault. Conflict just is. "Let's focus on working out a resolution."
- Ask them to suggest resolutions. They are most likely to follow through on their ideas—not yours.
- Ensure that the solution is acceptable to both parties (not a win for one and withdrawal for the other.) Your presence ensures that one person does not overpower the other.

When you have been successful in helping others in a conflict crisis, they will trust you in the future. You'll have the satisfaction of knowing you've deactivated a productivity problem and kept that relationship and your team in place. Ongoing conflict is stressful. Your EAP professional counselors are available for support.



Don't have an EAP? Best Care EAP is a leading provider of EAP services that enhance employee health, morale and productivity. For more information, contact **Brigette Porro** at **(402) 354-8000**, or send an email to brigette.porro@bestcareeap.org.



Best Care
EMPLOYEE ASSISTANCE PROGRAM

Wellness

Cultivate an Attitude of Gratitude

Kelli Kennel MS, RDN, LMNT, Corporate Wellness Developer
Madonna Fit for Work

The colors of fall are around us, pumpkin-inspired food and drinks are everywhere, and a big turkey dinner is on the horizon. Yes, tis the season to be thankful. But have you stopped to consider the perks of making gratitude a part of your everyday routine? Research shows that grateful people:

- **Report greater levels of happiness and optimism.** Being thankful has also been shown to help reduce anxiety and depression.
- **Take better care of themselves.** A recent study found that grateful people exercised more, slept better and had a greater sense of well-being.
- **Reap health benefits.** Research has tied thankfulness to lower blood pressure and stronger immunity.
- **Extend kindness.** Thankful people are more likely to do something nice for someone or offer them emotional support.
- **Handle difficult circumstances better.** Being grateful can help you manage stress better, cope with adversity and be more resilient.
- **Gain relationship perks.** Thankfulness increases feelings of belonging and helps build strong relationships.

If this inspires you to make thankfulness a habit all year long, try a few of these ideas to help you cultivate an attitude of gratitude:

- **Reflect:** At the end of each day, state one good thing that happened to you. You can also take this to the dinner table: go around the table and have each family member share something good they experienced that day.
- **Keep a gratitude journal:** A few times a week, take time to list, or even journal about, three things that you are thankful for. An alternative is to make a list of things you are thankful for and add to it as you think of more; start each day by reviewing these or put the list in a highly visible place: next to your computer, on your bathroom mirror, nightstand or refrigerator.
- **Pick up a pen:** Write a letter to someone you are grateful to, but have never told them. Short on time? Even a quick email or text can be effective.
- **Embrace this season of life:** It's easy to get so caught up in life's daily demands that we don't take the time to relish them. Whether you're a busy mom changing diapers and cleaning up messes or a dad that feels like a taxi driver as you take kids from one activity to another, soon these crazy days will only be a memory. So make it a good one and cherish these moments.
- **Say thank you:** Take a moment to thank a co-worker, client, friend or family member for something that you might overlook or take for granted. For example, thank a spouse for taking out the trash, a co-worker for helping you with a project or a stranger for holding the door open for you. These seemingly simple two words will impact both you and the recipient.
- **Change your perspective.** Be grateful for the challenges you face in life. While not enjoyable, these situations provide the opportunity for learning and growth, both of which can help you become a stronger person in the end.

Submitted by Kelli Kennel MS, RDN, LMNT, Corporate Wellness Developer for Madonna Fit for Work. For more information about healthy lifestyle tips and corporate wellness initiatives, call Kelli at (402) 434-5939.

1st Job-Lincoln Enters Its 3rd Year

LHRMA piloted 1st Job-Lincoln in 2013; due to its successful start, the program continued in 2014, providing high school students with paid summer internship opportunities, focusing on two primary goals: (1) help prepare a foundation for youth who are seeking a career in an IT field; and (2) provide employers an opportunity to seek out qualified candidates for future employment. A critical component of the program was to recruit and collaborate with **“Champion Employers”** who “championed the way” for our community’s youth to access a professional on-the-job experience. LHRMA’s Workforce Readiness Committee (WRC) served as the project coordinator, working closely with students and Champion Employers before and during the internship experience to ensure students were well prepared to enter the job site and to assist the Champion Employers during the students’ summer employment. Multiple event activities were developed and coordinated by the WRC, which required working over a 12-month period to prepare for the 2014 program; activities included:

- Video showing interviews with employers, used as a recruitment tool for 2014: YouTube: <https://www.youtube.com/watch?v=i1bWZ4HDGNs&feature=youtu.be>
- Facebook page to journal the project: <https://www.facebook.com/1stJobLincoln>
- Work preparedness session (“ACE IT”).
- Application Assistance Day (mock interviews and resume critique).
- Champion Employer orientation, “How to Have a Win-Win Internship.”
- Job fair for students to meet prospective employers.
- Celebration event to present awards to Champion Employers and recognize students

Working in collaboration with the Lincoln Public Schools’ IT Focus Program, Lincoln Lutheran High School, and Pius X High School, 1st Job-Lincoln has been a unique opportunity for Lincoln high school students. New this year to the program, Lincoln Lutheran’s Computer Science Teacher Scott Burns stated that, “1st Job-Lincoln is providing incredible opportunities for our students. I am very grateful to the employers and organizers for providing experience and exposure to the incredible careers and possibilities that Lincoln’s flourishing technology sector has to offer. 1st Job-Lincoln is a great program for all involved and is truly of great benefit to the entire community.”

After its second year of operation, the 1st Job-Lincoln program has paved the way for 28 high school students to gain valuable real life work experience at paid IT internships. On August 8, the program honored the 2014 participants with a Celebration Event for its Champion Employers, student interns, their parents, and other collaborative stakeholders. Mayor Chris Beutler and LPS Superintendent Dr. Steve Joel were special guest speakers for the event.

In two short years, the Workforce Readiness Committee has collaborated with **19 different** employers in the community:

- ⇒ Agilx
- ⇒ ALN Medical Management, LLC
- ⇒ Assurity Life Insurance Company
- ⇒ Cabela’s
- ⇒ Duncan Aviation
- ⇒ Infinite Systems/Binary.Net
- ⇒ Kaplan University-Lincoln
- ⇒ Lambert Vet Supply

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- ⇒ Lincoln Electric System
- ⇒ NCEE Labs
- ⇒ Nebraska Department of Correctional Services
- ⇒ Nebraska Global
- ⇒ Phoenix Web Group
- ⇒ Powderhook, Inc.
- ⇒ Region V Systems
- ⇒ Tabitha Health Care
- ⇒ Talent Plus, Inc.
- ⇒ TMCO
- ⇒ UNL-College of Business Administration

As evidenced by survey results, Champion Employers endorse LHRMA's leadership and coordination efforts: "We appreciated the opportunity to connect with the students and support the community more broadly. This is a great idea, with so many win-win opportunities all around." "It was great to show a student more about our organization as sometimes people that are not in the industry do not fully understand the business." "I was utterly impressed with the organization and communication between 1st Job-Lincoln, the Champion Employers, and students."

Please consider giving back to our community by sponsoring a 1st Job-Lincoln intern in the summer of 2015. Stay tuned here for more details on how to register (Champion Employer deadline to sign up will be in March).

Kim Michael, PHR

Workforce Readiness Committee Chair

kmichael.1stjoblincoln@gmail.com

Website: <http://lincolnhn.org/blog/1st-job-lincoln-project>

Facebook: <https://www.facebook.com/1stJobLincoln>



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

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.

If you are looking for a human resource position, then check it out!

Go to <http://lincolnhn.org/blog/hr-job-openings/>

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

FREE!



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