



Lincoln
Human
Resource
Management
Association



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Volume 8, Issue 4

April, 2017

Lunch Program: Exploring Development and Business Opportunities in Lincoln's Growing Community

WHEN:

Tuesday, April 11, 2017

11:00 – 11:30 Registration

11:30 – 1:00 pm Keynote Session

WHERE:

Wilderness Ridge

1800 Wilderness Woods Pl, Lincoln, NE 68512

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)

DEADLINE: Register/cancel your registration by **12:00 noon, Friday, April 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.

This program has been pre-approved for 1.0 PDC from SHRM and 1.0 Business Recertification Hour from HRCI.

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About the Program -

Human resources professionals can benefit their organizations and workforce by learning what attracts businesses to Lincoln, how they evaluate available labor and gain insights on community growth to help attract talent to Lincoln and your organization.

Panel Members:

Derek Hutchins, Costco, MW Regional Marketing Manager, Costco

Pat Haverty, Vice President – Economic Development, Chamber of Commerce

David Cary, Planning Director, Lincoln-Lancaster County Planning Department



Lincoln's Best Places to Work Celebration Luncheon

Lincoln's Best Places to Work 2017 is put on by Woods & Aitken, the Lincoln Journal Star, and LHRMA.

<http://www.woodsaitken.com/bptw/>

April 27 | 11:30 AM | The Cornhusker Hotel

NEW MEMBERS

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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.

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!



Drawing Winner

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

Congratulations to
Carolyn Collier with
NE Dept. of Agriculture.
Carolyn will receive free registration
for the April program.

President's Message

Joel Scherling, LHRMA President



Assessing the Health of Your HR Office



Have you had a checkup lately? No, I don't mean an annual physical. I'm referring to a hard look at the health of your HR operation. It's easy to get swept up in whatever is happening on a given day, week, or month. At the end of the year, are you where you want to be?

Maybe it's time to do a formal assessment of your HR operations. An objective review of your practices will help you evaluate your policies, practices and processes and arm you with the data necessary to identify areas that need improvement.

Where do you start? Consider using a formal assessment tool, which will provide a good framework for the task. I like Michael VanBruaene's list from his article, [Pragmatic Approaches to Move You and Your Organization Forward](#):

HR Assessment and Improvement Categories

- HR's Position and Importance within the Organization
- Organization Culture and Morale
- Workforce Planning
- Recruitment Interview and Selection
- On-Boarding
- Employee Performance Evaluation and Management
- Employee Compensation and Benefits
- Continuing Education
- Promoting Employees
- Succession Planning and Management
- Employee Turnover
- Flexible Work Schedules and Location
- Maintaining Awareness of, and Compliance with, Labor Laws
- Employee Record-Keeping and Confidentiality
- Employee Resignations
- Terminations and Workforce Downsizing

Perhaps the idea of a full-fledged HR audit is enough to send you into a catatonic state. Granted, it will take a good deal of time and effort. If you aren't in a position to do a comprehensive audit, pick one or two priority areas on focus on them. The goal here is to improve the quality of HR services and add value to your organization. Any progress is good progress. You can't win if you don't play.

Examples of Resources

Here are a couple of resources available through the SHRM Store:

[Auditing Your Human Resources Department by John H. McConnell](#)

[Evaluating Human Resource Programs by John C. Scott, Jack E. Edwards & Nambury S. Raju](#)

Legal Update

New Employment Eligibility Form (“Form I-9”) For All New Hires

Bob Eynen

WOODS & AITKEN LLP

As of January 22, 2017, all employers are required by the U.S. Citizenship and Immigration Services (“USCIS”) to use the new Form I-9 with a revision date of “11/14/2016 N”. The Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. Since 1986 all U.S. employers have been required to insure proper completion of the Form I-9 for each individual they hire for employment in the United States including citizens and noncitizens. Both the employee and the authorized representative of the employer must complete the form. The new form is designed to be easier to use, as well as to reduce common errors, and easier to complete using a computer.

Online form available. Employers have the choice of using the online fillable Form I-9 or the Form I-9 paper version. Employers who use the online fillable form must still print out the Form I-9 to sign and retain as required. Employers continue to be permitted to print out the Form I-9 and complete it manually if they choose. It’s no surprise that the instructions for completing the form have increased from six pages to fifteen pages.

“Smart” updates. The “Smart” updates to the online form are designed to make it easier to complete the form on a computer. These updates include drop down lists and calendars for filling in dates, on-screen instructions for each field, access to the full instructions, and an option to clear the form and start over. When the completed form is printed, a quick response code is automatically generated which can be read by most QR readers and by the U.S. Immigration and Customs Enforcement auditors.

In-person review requirement. The new Form I-9 still requires a representative of the employer to verify employment eligibility in the physical presence of the individual being verified and requires the employer’s representative to review in person the documents being presented. The USCIS regulations specifically state that using FaceTime or Skype for the new hire verification process is not permitted.

Not required for existing employees. Employers are not required to complete the new I-9 form for existing employees unless reverification of employment is necessary as a result of expiration of a worker’s employment authorization.

Fines. Errors on the Form I-9 can be expensive, including using an expired version of the form. For each Form I-9 paperwork violation the fine range as almost doubled effective December 23, 2016, from \$110 to \$1,100, now from \$216 to \$2,156.

Summary. The Trump administration has stated its intent to focus on immigration enforcement and thus it is imperative for I-NEDA members to review their employment verification procedures to confirm that they are clear, compliant and consistently followed. That includes the use of the new I-9 form and the regular performance of self-audits of their Form I-9 documents to identify and rectify non-compliant forms. Self-audits have become a required component of the program. In the event of a government inspection, expect the inspectors to ask about self-audit procedures.



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Wellness News

Spring Ahead

Cassie Bash

WorkWell

Spring and warmer weather often add more activities to your calendar such as sports practices and games, grill outs, weddings, and more. Whether your workload at the office has increased, your list of personal commitments has grown, or a combination of both, the following time management tips can be utilized to keep it all in balance.

Three Top Tips for Time Management

1. **Organize and Schedule Your To-Do List**
Sometimes our list of to-dos can be overwhelming. Keep a running list of your tasks, but commit specific periods of time to them. Rather than feeling stuck staring at a long list, you can move through your day already knowing which tasks you will complete. Break bigger tasks up into smaller steps and plan those steps out as well.
2. **Decrease Distractions**
As you work to tackle your to-do list, an email notification pops up, then an instant message, and then a text on your phone. These kinds of distractions can make it difficult to get back on track. A study that examined multi-tasking with computers found that after being interrupted, individuals wandered off in a new direction 40% of the time after the interruption ended.¹ Perhaps you are waiting on an important email or phone call and cannot turn off all your notifications. However, as often as you can, try to decrease the amount of notifications that are on.
3. **Take Breaks- Even Plan for Them**
Our brains become accustomed to constant stimulation and start to tune out of the task at hand.² Also, our bodies were also not created to sit all day. Taking a break from your desk and moving around to speak with a co-worker or go for a quick walk allows an increased blood flow throughout the body, including the brain. This increased blood flow to the brain enhances our cognitive abilities.³

Procrastination Annihilation

1. **The Five Minute Miracle- For Starting a Highly Dreaded Task**
This technique involves asking yourself, "What action can I take in less than five minutes today that moves this task forward?" Even if there is just a small amount completed. There is a psychological phenomenon called the "Zeigarnik effect" in which we tend to recall tasks that we have begun, but not completed. We feel a tension until the task is finished. So even just a small start on a project may compel you to follow through and complete it.
2. **The Power Hour- When You Have a Lot to Do and Don't Know Where to Start**
This technique combines steps 2 and 3 above and harnesses the science behind them in order to get some tasks crossed off the list for good. Decide what your priorities are for the day and choose a time where you are most productive. Next, put away or silence ALL distractions. Work for 20 minutes at a time and then take a 5-15 minute break. Repeat this two times (for a total of 1 hour of work time). If you complete your highest priority task, move onto the next one. The feeling of accomplishment from this time may motivate you to complete even more.

Stay on point yourself and help your employees manage their time with these tips this spring. For more workplace management resources and support, check out the WorkWell website at www.nesafetycouncil.org/workwell or call us at (402)483-2511.

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References

1. Grissinger M. Sidetracks on the Safety Express: Interruptions Lead to Errors and ... Wait, What Was I Doing? *Pharmacy and Therapeutics*. 2015;40(3):145-190.
2. Bartolotta K. 5 Science-Backed Ways Taking a Break Boosts Our Productivity. The Huffington Post. http://www.huffingtonpost.com/kate-bartolotta/5-science-backed-ways-taking-a-break-boosts-our-productivity_b_8548292.html. Published November 16, 2015. Accessed March 7, 2017.
3. Gomez-Pinilla F, Hillman C. The Influence of Exercise on Cognitive Abilities. *Comprehensive Physiology*. 2013;3(1):403-428. doi:10.1002/cphy.c110063.

COMMUNITY OUTREACH: *Connecting with People and Resources.*

Spring, what an amazing time of year. The birds start becoming more active and chirping. The trees start budding. And, the plants start peeking through the earth and producing flowers. It is nature's way of announcing it is time to awake from the winter slumber. Almost like nature is enticing us to get out and enjoy the sunshine, the scenery and connect again with a world outside of four walls.

That is the goal of the community outreach committee to help connect you with people and resources outside of your four walls that you can change their lives. There are opportunities abounding everywhere to get involved and to list them all would take multiple pages and numerous newsletters; therefore, this issue will focus on one group: Heartland Big Brothers Big Sisters.

Did you know for over 100 years Big Brothers Big Sisters has operated under the belief that inherent in every child is the ability to succeed and thrive in life? And it is the nation's largest donor and volunteer supported mentoring network.

They sum it up perfectly in their vision, mission and accountability statements:

- Vision: all children achieve success in life
- Mission: provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.
- Accountability: by partnering with parents/guardians, volunteers and others in the community we are accountable for each child in our program achieving: higher aspirations, greater confidence, and better relationships; avoidance of risky behaviors; and, educational success

Through an independent study to understand how and to what extent Big Brothers and Big Sisters was impacting children there was one interesting result. "What mattered to the children were not the activities. It was the fact that they had a caring adult in their lives. Because they had someone to confide in and to look up to, they were, in turn, doing better in school and at home. And at a time in their lives when even small choices can change the course of their future, the Littles were also avoiding violence and substance abuse."

What a great time to get involved in the life of a child. With the advent of spring, it means the end of the school year is fast approaching. A child's activities and environment will change for several months till the start of another school year. But, through the mentoring program of being a Big and working with a Little there can remain a constant and stable environment that can help the Little grow into something amazing.

Community Outreach Committee:

Shannon Rowen (chair), Maggie McPherson, Lynn Friesen, Dana Buss, and Angela Caldwell

EAP Corner

Strategies to Maximize Employee Productivity

Greg Brannan

Deer Oaks EAP Services

One of the primary roles of every manager and supervisor is to create a workplace environment that's both supportive and motivating for their employees. Of course, highly motivated employees are typically very productive. Below are several strategies that leaders can utilize to help create the kind of environment that will motivate, and maximize the productivity of their team:

- **Be a “caring” boss** – Dale Carnegie Training published a study that showed that being a caring manager is one of the key elements that drives employee engagement. When employees know that their boss takes an interest in them as people, it creates an engaging environment in which they can perform at the highest possible level.
- **Give employees input into the assignment of work** – Instead of just quickly assigning projects and tasks to your employees, take the time to get their input. For example, introduce the project or task, and ask the employee what they think the work plan should be, what resources are necessary, etc. When employees are given input, they'll typically be more motivated and invested in the work.
- **Use a coaching approach in your interactions** - In a coaching approach, instead of the manager taking the lead in solving problems, improving performance, etc., the employee is given the opportunity to think through and make the initial suggestions themselves. This process provides the employee with the opportunity to learn valuable problem-solving skills, take more responsibility for their behavior & performance, etc.
- **Be a positive leader** – Life is challenging for most of our employees. They often times need recognition and encouragement to stay motivated. A good rule of thumb for leaders is to share praise and encouragement at least twice as much as you use constructive criticism with your staff.
- **Communicate regularly with each staff member** – In *Employee Engagement 2.0*, author Kevin Kruse stresses that managers should have a consistent communication process with each employee. He suggests, at a minimum, a regular team meeting and a conversation (i.e., weekly) with each individual to keep people connected and informed. When employees are “in the know” they will typically feel more empowered.

Deer Oaks is a leading national provider of EAP and Work/Life services that enhance employee health, morale and productivity.

For more information, contact Greg Brannan at (301) 829-0364 or gbrannan@deeroaks.com.





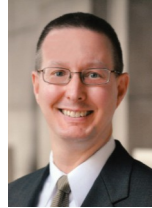
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