



Lincoln
Human
Resource
Management
Association



PO Box 81066, Lincoln, NE 68501-1066
www.lincolnhr.org



Volume 8, Issue 5

May, 2017

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

WHEN:

Tuesday, May 9, 2017

11:00 – 11:30 Registration
11:30 – 1:00 pm Keynote Session
1:15 – 3:15 pm Workshop

WHERE:

SCC Continuing Education Center
301 S 68th St. Pl., Lincoln, NE 68510

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

DEADLINE: Register/cancel your registration by **12:00 noon, Friday, May 5th.**

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 the Program -

Creating An Inclusive Workplace: What's Gender Identity Got to do With It? An overview will be provided to assist employers in supporting employees by creating and supporting an inclusive workplace as it relates to Gender Identity and expression. Terminology, the importance of inclusive language, personal and professional experience in the workplace, assessing the workplace for inclusivity, and ways to create and sustain an inclusive and welcoming environment will be addressed.

Presenter: Pat Tetreault, Ph.D., M.L.S.

Pat Tetreault is the founding director of the LGBTQA+ Resource Center at UNL. Pat is a long-time advocate and supporter of diversity, human rights and social justice education. Pat has presented at regional, national and international conferences and her most recent publications are Perceptions of Campus Climate (Tetreault, Fette, Meidlinger & Hope, 2013), the Nebraska section in Stewart, Chuck K., ed. Proud Heritage: People, Issues, and Documents of the LGBT Experience; with an upcoming publication (Chapter 11: Religious Freedom Restoration Acts) co-authored with Jared Perkins.

The luncheon program has been pre-approved for 1.0 PDC from SHRM and 1.0 General Recertification hour from HRCI.

The workshop has been pre-approved for 2.0 PDC from SHRM and 1.0 General Recertification hour from HRCI.

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About the Workshop 1 – LGBT Protections and the Workplace: What Employers Can Do to Comply with Regulations and Protect Their Diverse Workforce...the Two May Not Be the Same!

Presenter: Tami Lewis-Ahrendt, PHR, SHRM-CP Chief Operating Officer, CenterPointe

About the Workshop 2 – Helping Employees Transition Smoothly in the Workplace

Panelists:

Scott Schneider

Scott served in the Nebraska Air National Guard for six years and has an Associate of Applied Science in Criminal Justice as well as a Bachelor of Science in Biology and Psychology. He began his transition in 2008 at the age of 26. He worked as the Resource and OutSpeaking coordinator at the LGBTQA Resource Center and was awarded the UNL Outstanding Contribution to the GLBT Community Award in 2013. He co-founded the Nebraska Trans* Community in 2010 and co-presents Trans* education workshops with Wes Staley. Scott has been featured in articles by the Daily Nebraskan and the Omaha World Herald. Scott will provide information and suggestions based on personal experience and knowledge on how to assist employees as they transition in the workplace.

Natalie Weiss

Natalie is a horse of many colors. She has spent her life as an actor, a high school basketball coach, a political activist, a trouble maker, and a step parent. She began her transition in 2013 and has since become active in Lincoln advocating for trans rights and inclusiveness. She has spoken on several panels for clergy members and students on issues surrounding trans identities and lived experiences over the last several years. Someday she hopes to be discovered as the heir to the throne of a small European monarchy.

Jessi Hitchins

Gender and Sexuality Resource Center
Director University of Nebraska at Omaha
Ph. D. Candidate

Jaye Stentz

Graduate Student, University of Nebraska – Lincoln



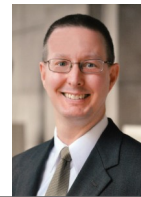
Drawing Winner

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

Congratulations to
Nichole Hall with ESU 6.
Nichole will receive free registration
for the May program.

President's Message

Joel Scherling, LHRMA President



Lincoln's Best Places to Work 2017



Lincoln's Best Places to Work were honored at an awards luncheon on April 27th. Best Places to Work honors the area's top businesses that have created positive work environments for their employees.

Employees at participating companies complete an online survey, which provides a measure of employee engagement and other workplace factors including: communication and resources, individual needs, manager effectiveness, personal engagement, team dynamics, and trust in leadership.

This is the fifth year of the Best Places to Work in Lincoln competition, which was started by the Woods & Aitken law firm. The program is sponsored annually by Woods & Aitken, the Lincoln Journal Star and LHRMA.

Interested in finding out more about Best Places to Work? [Click here for more information.](#)

2017 Best Places to Work in Lincoln

Small Companies (10-50 employees)

- ★ Evol Empire Creative
- SP Group, P.C.
- The Schemmer Associates Inc.
- Don't Panic Labs
- Collaborative Industries

Medium Companies (51-150 employees)

- ★ Edward Jones
- Zillow Group
- Region V Systems
- Community Action Partnership of
Lancaster & Saunders Counties
- Brester Construction Inc.

Large Companies (151+ employees)


- ★ Hudl
- Olsson Associates
- Firespring
- The Lincoln Marriott Cornhusker Hotel
- Assurity Life Insurance Company

Keep up the good work!



Small Category Winner - Evol Empire Creative

L to R: Joel Heusinger – Partner, Woods & Aitken LLP; Evol Empire's Davey Owens, Director of Marketing, Mitch Benes, Creative Director, and Andrew Tuzson, Founder and CEO; Jennifer Shannon, Recruitment, Retention, and Training Manager, Lincoln Journal Star; and Joel Scherling, President, LHRMA.

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

Legal Update

Summer is Here: What are Your Legal Obligations to Your Youth Work Force?

Tara Tesmer Paulson, Esq.
Rembolt Luedtke LLP

Consider this: A well-known restaurant allowed its youth workers to operate, dismantle, clean and reassemble a meat slicer and dough mixer. In addition, the restaurant required a 17-year-old to operate a motor vehicle to transport food to catering events. If the facts of this case do not cause you to be alarmed, perhaps the thought of paying tens of thousands of dollars in penalties for violations of the Fair Labor Standards Act (the "FLSA") will cause you to think about policies and procedures for your youth work force. (U.S. Labor Dept. New Release, May 17, 2016). In fact, in October of last year, the Department of Labor issued a press release indicating that it would be aggressively targeting restaurants for wage and hour and child labor violations.

Child labor is regulated at both the state and federal levels. If state law and federal law overlap, the law that is more protective of the employee will generally apply. The Department of Labor is the sole federal agency that monitors child labor and enforces child labor laws. The Department of Labor authorizes only a few occupations for 14 and 15 year olds, and outlaws "hazardous work" for any youth up to the age of 18. The most sweeping federal law that restricts the employment and abuse of child workers is the FLSA. Child labor provisions under the FLSA are designed to prohibit youth employment in jobs that are detrimental to their health and safety. FLSA also restricts the hours that youth under 16 years of age can work and lists hazardous occupations too dangerous for young workers to perform. The FLSA sets 14 years of age as the minimum age for most non-agriculture employment.

For non-agricultural enterprises, youths 14 and 15 years old, may work outside school hours in various non-hazardous jobs only under the following conditions: no more than 3 hours on a school day, 18 hours in a school week, 8 hours on a non-school day, or 40 hours in a non-school week. Work may not begin before 7:00 a.m., nor end after 7:00 p.m., except from June 1 through Labor Day (not "the summer" as some employers mistakenly believe). Permitted occupations for 14 and 15-year-old employees include those such as cashier, office/clerical work, bagging orders, cleanup work, hand-cleaning vegetables, and other similar type jobs. Cooking and baking cannot generally be performed by minors under the age of 16.

Youths 16 and 17 years old may perform any non-hazardous job, for unlimited hours. Examples of equipment declared hazardous in many summer jobs at restaurants include power-driven meat processing machines (saw, patty forming machines, grinding, chopping, or slicing machines), commercial mixers, and certain power-driven bakery machines. Employees under 18 years of age are not permitted to operate, feed, set-up, adjust, repair, or clean such machines.

Generally, no employee under 18 years of age may drive or serve as an outside-helper on a motor vehicle on a public road. However, 17 year olds who meet a number of specific requirements may drive automobiles and trucks that do not exceed 6,000 pounds gross vehicle weight for limited amounts of time as part of their job. Minors are prohibited from making time sensitive deliveries (such as pizza deliveries or other trips where time is of the essence) and from driving at night. Practically speaking, the requirements make the operation of motor vehicles by 17-year-olds precarious and ill-advised.

The federal minimum wage for covered non-exempt employees, which are most youth workers, is \$7.25 per hour. In Nebraska, the minimum wage is \$9.00 per hour. Occupations such as babysitting are not subject to the minimum wage law. The FLSA requires a minimum of not less than \$4.25 per hour for employees under 20 years of age during their first 90 consecutive calendar days of employment with an employer. After 90 days of employment, or when the worker reaches 20 (whichever comes first), the worker must receive the minimum wage. Employers are prohibited from taking any action to displace employees in order to hire employees at the youth minimum wage. Also prohibited are partial displacements such as reducing employees' hours, wages, or employment benefits. Employers must remember that deductions made from wages for items such as cash shortages, required uniforms, or customer walk-outs are illegal if the deduction reduces the employee's wages below the minimum wage or cuts into overtime pay.

Many of youth workers receive the majority of their wages through tips. However, an employer must pay not less than \$2.13 an hour in direct wages and make sure that the amount of tips received is enough to meet the remainder of the minimum wage. Employees must retain all of their tips, except to the extent that they participate in a valid tip pooling or sharing arrangement. Tipped employees who receive \$2.13 per hour in direct wages are also subject to overtime at one

(Continued on page 5)

and one-half times the applicable minimum wage, not one and one-half times \$2.13. The Department of Labor released a new minimum wage poster in July 2016 that must be posted by employers.

Although wages and hours for youth workers should be of paramount concern, business owners should also be aware that young people are frequently targets of sexual harassment in the workplace. It is important that teenagers are trained, as well as those they work for, regarding your harassment policy, including the avenues for complaining without fear of retaliation. The federal Equal Employment Opportunity Commission has offered some of the following suggestions for businesses that employ youth workers:

- Establish a strong corporate policy for handling complaints;
- Post policies on discrimination and complaint processing in visible locations, such as near the time clock, or include the information in a young worker's first paycheck;
- Provide early training to managers and employees, especially front-line supervisors; and
- Provide alternate avenues to report complaints and identify appropriate staff to contact.

Not only are teens more susceptible to sexual harassment, but teens are also more likely to incur unique and substantial work-related injuries and illnesses because of their inexperience at work and their physical, cognitive, and emotional developmental characteristics. As always, make sure your youth employees are familiar with your policies regarding work-related injuries and illnesses. 4837-0898-0295, v. 1

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!

NEW MEMBERS

Jenna Bennett
Human Resources Manager
Walmart
jmwiemer@yahoo.com

Katie Paloucek
Human Resources Manager
Nebraska Book Company
kpaloucek@nebook.com

Megan Van Dyke
Director of Human Resources & Training
LincOne Federal Credit Union
mvandyke@linconefcu.org



Welcome! You've joined an outstanding organization!

Wellness News

Snooze Your Way to Better Health

Megan Ksionzek, Corporate Wellness Coordinator

Madonna Fit for Work

According to the National Sleep Foundation, adults need about seven to nine hours of sleep each night. However, busy schedules, stress and life can interfere with sleep time. This is a big problem, since regularly skimping on sleep impacts almost every area of your life.

In honor of Better Sleep Month, take a few minutes to learn about the effects of sleep deprivation and what you can do to improve your snooze.

Side Effects of Sleep Deprivation

- **Impaired Mental Abilities:** Sleep deprivation reduces alertness, concentration, memory and productivity while increasing reaction time and mistakes.
- **Greater Risk of Accidents:** Falling short on sleep can increase the risk for accidents, including on-the-job injuries and automobile crashes.
- **Emotional Upsets:** Skimping on zzzs makes it difficult to manage stress, anger and other emotions. Long term, it can increase the risk for depression.
- **Increased Health Risks:** Chronic sleep deprivation is strongly linked to an increased risk of weight gain and chronic diseases including high blood pressure, heart disease, stroke and diabetes.

Tips for Better Zzzzs

- **Maintain a Consistent Sleep Schedule.** It's tempting to stay up late or sleep in on the weekends, but having a regular bed and wake time through the entire week helps regulate your body's internal clock, which leads to better sleep.
- **Establish a Relaxing Bedtime Routine.** Avoid stressful activities, such as paying bills, in the few hours before bed. Replace these with relaxing activities that help you wind down, such as taking a hot bath, listening to music, stretching or reading.
- **Create an Environment Conducive for Sleep.** Design your bedroom for the conditions you need for sound sleep: cool, quiet and dark. Try blackout curtains, eye masks, white noise machines, fans or relaxation CDs and lowering your thermostat overnight.
- **Avoid Sleep Sabotagers.** Caffeine and nicotine are both stimulants, which can keep you awake or make it difficult to stay asleep; steer clear of both in the few hours before bedtime. And think twice about that night cap – while alcohol can make it easier to fall asleep, it can cause you to wake up more often during the night and prevent you from getting restful sleep.
- **Take Note of Your Naps.** Naps lasting longer than 30 minutes can make you feel groggy and make it difficult to fall asleep at night. Instead, limit naps to 15-20 minutes for an energy boost that won't affect your slumber later.
- **Make Time for Exercise.** Physical activity makes it easier to fall asleep and improves sleep quality. For some people, exercising in the evening can make it difficult to fall asleep; if you are one of them, consider moving your exercise time to earlier in the day.
- **Power Down Your Devices.** Laptops, TVs and other electronic devices can be major sleep thieves, since their electronic glow activates the brain. To fall asleep faster, power down your tech devices an hour or two before bed.

Submitted by Megan Ksionzek from Madonna Fit for Work. For more information about the benefits of sleep and getting better zzz's, email Megan at mksionzek@madonna.org.

May Basket Raffle

Tuesday, May 9 will be our annual May Day Basket Raffle to benefit the SHRM Foundation. As a chapter, LHRMA supports the work of the SHRM Foundation in advancing the HR profession. Their mission at the SHRM Foundation is to champion workforce and workplace transformation by providing research-based HR solutions for challenging inclusion issues facing current and potential employees, scholarships to educate and develop HR professionals to make change happen, and to provide opportunities for HR professionals to make a difference in their local communities. The SHRM Foundation is affiliated with the Society for Human Resources Management.

We will be selling raffle tickets before our May luncheon program and workshop. If you are interested in purchasing your tickets early, you may do so using the PayPal option on the LHRMA website. You will then be given the tickets for you to distribute in the raffle baskets the day of the event. Ticket prices follow. Please note, the SHRM Foundation will mail you a receipt for any donation of \$25 or greater.

\$2 for 1 ticket	\$5 for 3 tickets
\$10 for 7 tickets	\$20 for 15 tickets
\$25 for 20 tickets	

We would like to extend our sincerest gratitude to our raffle basket donors. Their contributions make this raffle possible.

Assurity Life Insurance	Aureus Group	Corky Canvas
INSPRO	Let's Talk Dirt	Lincoln Electric System
Lincoln Surgical	Lip Sense by Kelly White	Manpower
Molex	Norwex by Rachel Timperley	Review Cloud
Southeast Community College	UNICO	Union Bank

We look forward to seeing you at the May meeting. If you have any questions about the raffle event, please contact Jessica Reay at shrmfoundation@lincolnhr.org.

AMAZING HR RACE

SHRM Nebraska State Conference Aug. 24-25, 2017 La Vista

TOP-NOTCH SPEAKERS AND CONTENT!

DeDe Mercer Moffe	Leadership and Influence
Joel Zeff	Watch What Happens When Work Becomes Play
Kelli Lieurance	Developments in Employee Misclassification
Josh Erickson	Managing the Engagement Cycle
Bonnie Balistreri	Up Your Professional Image in the Workplace
Craig Zablocki	The Intelligence of Fun and Big Picture Imagination
AND MORE . . .	

Mark your calendar TODAY so you don't miss the excitement!



EAP Corner

Be More Successful as a Leader by Following These Five Tips

Kelly Ann Ethridge, MA

Best Care EAP

Being promoted to management is quite an honor but also carries with it a big responsibility. What happens when the newness wears off and you are left with lots of questions? I have all of these employees depending on me. How do I do this job so that my team and company are as successful as possible? How do I successfully transition from one of a gang to a supervisor?

- **Change your focus**
Perhaps the most important thing of all is to change your focus. You are going from accomplishing tasks yourself to helping others accomplish their tasks. Shifting your mindset is key to being a successful new manager.
- **Continue learning**
Use one-on-ones to get to know individual team members and help each person grow. Identify resources that encourage and motivate your team. Attend networking events for ideas and support.
- **Take your time**
When you first “take office” you may want to show everyone you are in charge and make changes right away. Instead, take time to fully understand the dynamics of the team, the job scope and allow yourself some time to adjust to your new role. Be patient with yourself and your team.
- **Have a mission**
The first “100 days” will be a learning experience for everyone. After this, work with your team to craft a mission or vision that everyone supports. This will help your team be aware of the scope of your business and how their role fits into the success of it.
- **Take some training**
You can’t just turn on a switch and, voila, you’re a manager! The skills to be a “great” manager must be learned and practiced on a regular basis. Sign up for training. It will help you build a strong foundation and start you off in the right direction!

Are you ready to be the best leader you can be? Our management training is just what you are looking for! Join us on your journey to becoming a great manager:

MANAGEMENT BOOT CAMP	May 16/\$199 PP
LEADERSHIP IN ACTION BOOT CAMP	June 8/\$199 PP
DEALING W/UNACCEPTABLE EMPLOYEE BEHAVIOR	JULY 20/\$119 PP (half day)
MANAGEMENT BOOT CAMP	AUGUST 10/\$199 PP
LOCATION: 9239 W. Center Road, Suite 223, Omaha, NE, 9 am – 4 pm	

To register, call (402) 354-8000 or (800) 801-4182. For more information on the entire schedule, email eap@bestcareeap.org or check out our website at www.bestcareeap.org.



COMMUNITY OUTREACH

If you build it, you can fill it! It's time to get creative in closing the talent gap!

At a time where we are seeing an unprecedented talent shortage, hiring managers are getting increasingly demanding on people sourcing groups and HR in organizations. Did you know that there are multiple resources available in Lincoln to help support you in filling your talent pipeline?

We are seeing the emergence of a Skills Revolution — where helping people upskill and adapt to a fast-changing world of work will be the defining challenge of our time. Those with the right skills will increasingly call the shots, create opportunities and choose how, where and when they work. Those without will look to the future and not be able to see how their circumstances will improve. This polarization of the population that is playing out in front of our eyes is no good for society or for business. We need aggressive workforce development to address the widening gap between the Haves and the Have Nots. Now is the time for leaders to be responsive and responsible: we cannot slow the rate of technological advance or globalization, but we can invest in employees' skills to increase the resilience of our people and organizations. Individuals also need to nurture their learnability: their desire and ability to learn new skills to stay relevant and remain employable. We need to take immediate action to fast track the upskilling and reskilling of existing employees to ensure we have a workforce with the skills required for the future. We also need to draw in those that are not fully participating in the workforce. We need to be ready for new jobs and new skills!

There are many groups, right here in Lincoln, developing programs to cultivate talent and connect employees with employers.

Prosper Lincoln is one group focused on the following three initiatives: By the year 2020 Prosper Lincoln's goal is to:

- Increase cross-sector initiatives to advocate for and improve workforce development.
- Increase ways for employers and potential employees to connect.
- Increase opportunities and support for skill training that address workforce needs.

A second group, **The Lincoln Business Task Force**, meets monthly, and their mission is to:

“Collaborate to better serve businesses in the Lincoln area by increasing the knowledge and resource base of local service providers; addressing common job placement and retention issues, including skills gaps and talent acquisition; and, when available, increasing the number of job seekers qualified for H3 (high demand, high skill, high wage) occupations.”

The **Partnership for Economic Development** is also placing a large focus on talent acquisition and holds a monthly Talent Forum. Recruiters from Lincoln and surrounding areas participate in a round table discussion and share best practices on how to fill the demand for talent in the rapidly growing Lincoln, NE economy. This group meets once per month downtown at the chamber office.

For more information on these groups, or how to become involved, please reach out to us!

-Your friendly Community Outreach Committee!

Sources –

1. “The Skills Revolution”, a White Paper. *ManpowerGroup*, 2017. www.manpowregroup.com
2. <http://www.prosperlincoln.org/employment-skills>

Community Outreach Committee:

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



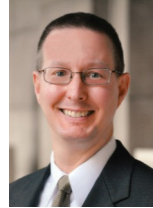
Lincoln Human Resource Management Association
 PO Box 81066
 Lincoln, NE 68501-1066

www.lincolnhr.org

SHRM local chapter #0048



We're on the web!
lincolnhr.org



PRESIDENT
 Joel Scherling, SHRM-CP, PHR
 HR Administrator
 NE Dept. of Education
 402.471.4736
president@lincolnhr.org



PAST PRESIDENT
 Melissa Price, SHRM-CP, PHR
 Director of Human Resources
 PenLink
 402.421.8857
pastpresident@lincolnhr.org



PRESIDENT ELECT/ GOV'T RELATIONS
 Lindsay Selig, SHRM-SCP, SPHR
 HR Officer
 First State Bank
govt.relations@lincolnhr.org



PROGRAMS
 Judy Sinner
 Fiscal & HR Director
 Disability Rights Nebraska
 402.474.3183
programs@lincolnhr.org



PROGRAMS
 Michele Spadt, SHRM-CP, PHR
 Chief HR Officer
 Lincoln Surgical Hospital
 402.484.9016
programs@lincolnhr.org



MEMBERSHIP
 Jamie Mohrman, PHR
 HR Generalist
 Kidwell
 402.817.3494
membership@lincolnhr.org



MARKETING/SOCIAL MEDIA
 Kelly White, SPHR
 Asst. Director of Employee
 Relations/Sr. HR Facilitator
 University of Nebraska - Lincoln
marketing.sm@lincolnhr.org



CERTIFICATION
 Amy Spellman, SHRM-CP, PHR
 HR Assistant Director
 NE Dept. of Education
 402.471.5027
certification@lincolnhr.org



COMMUNITY OUTREACH
 Shannon Rowen, SHRM-SCP
 Asst. Professor of Practice
 University of Nebraska—Lincoln
 402.472.3097
communityoutreach@lincolnhr.org



SECRETARY
 Kellie Graham, SPHR, SHRM-SCP
 Director of Human Resources
 Complete Children's Health
 402.327.6002
secretary@lincolnhr.org



COLLEGE RELATIONS
 Jenessa Keiser, SHRM-CP, PHR
 Director of Human Resources
 Lincoln Surgical Hospital
 402.484.0823
college.relations@lincolnhr.org



WORKFORCE READINESS
 Kim Michael, SHRM-CP, PHR
 Director of Operations & HR
 Region V Systems
 402.441.4350
workforce.readiness@lincolnhr.org



TREASURER
 Laurie Gyhra, SHRM-CP, PHR
 HR Representative
 State Farm Insurance
 402.327-5341
treasurer@lincolnhr.org



SHRM FOUNDATION
 Jessica Reay, PHR, SHRM-CP
 Senior HR Generalist
 Crete Carrier Corp.
 402.479.7074
shrmfoundation@lincolnhr.org