

Inside This Newsletter

- 1-3 April Program
- 3 Membership Renewal/
Continuing Education
- 4 New Members
- 5 President's Message
- 6-7 Legal Update
- 8 Wellness News
- 9 EAP News
- 10 Board of Directors



LHRMA
Lincoln Human Resource Management Association

AFFILIATE OF
SHRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

April Program

Program on April 10 — **“Managing to Make a Difference”**

Join us for our April Program on April 10. Larry Sternberg, J.D., with Talent Plus will present from 12:00 to 1:00 p.m.

About the Presentation

Managing to Make a Difference

In this day and age the pace of change is accelerating and major disruptions are commonplace. These are some management principles, however, that have not changed. From Millennials to Baby Boomers, employees of all generations

want to know that you genuinely care about them, that they are making a difference in the world, that you seek their greatest good, and that they are significant as human beings. Larry will share a practical techniques that empower managers to make a positive difference in the lives of their employees - increasing engagement, loyalty, retention and job performance.



ABOUT THE PRESENTER:

Larry Sternberg, J.D., Talent Plus® Fellow



When organizations seek to create breakthroughs, they turn to Larry Sternberg, one of the most innovative thinkers in human resources today. Sternberg's teaching ability and sense of humor give him the reputation as one of the most talented and effective speakers in the country.

Having been with Talent Plus® since 1999, Sternberg has served in a variety of capacities beginning as a management consultant and in-depth analyst. He has held leadership positions as chair of management consulting, leadership consulting and client engagement, and most recently president. He is now a Talent Plus Fellow performing duties as an often-requested speaker and consultant. He is a blogger for the Leadership Laboratory

(www.leadershiplaboratory.wordpress.com | www.talentplus.com/talent-plus-viewpoint-blog), and he is the co-author of *Managing to Make a Difference*, a book offering practical tools and exercises to become a manager focused on making a positive difference in employees' lives.

Sternberg has been instrumental in helping clients build Talent-Based Organizations®. Sternberg has designed and conducted training programs on a variety of topics for literally thousands of executives and managers and has served as a facilitator for numerous organizations to articulate their mission, vision and values. His areas of expertise include selection, training and development, employee engagement, empowerment, self-directed work teams, strength management, mentoring and leading change.

A longtime champion of Talent Plus, Sternberg utilized The Science of Talent® in his roles prior to joining Talent Plus as vice president of human resources with The Portman Hotel Company and as a general manager with The Ritz-Carlton Hotel Company. He pioneered self-directed work teams, achieving remarkable improvements in financial results, guest satisfaction and employee satisfaction and the approach was described in the book "Turned On: Eight Vital Insights to Energize Your People, Customers and Profits" by Roger Dow and Susan Cook. Sternberg's strategies have twice been studied by Harvard.

A native of upstate New York, Sternberg and his wife, Salli, have called Lincoln, Nebraska home since 2006. Sternberg holds a Bachelor of Arts degree in philosophy from Hamilton College, where he was a member of Phi Beta Kappa, and a Juris Doctor from Georgetown University Law Center.

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Talent+®

April Program Continued....

WHEN AND WHERE

Tuesday, April 10, Program 11:00-1:00 p.m. Lincoln Firefighters Reception Hall, 241 Victory Ln

LUNCH PROGRAM REGISTRATION FEES:

LHRMA members – \$15

All Other Attendees – \$25

College Student Chapter Members—FREE (You must register with Jenessa Keiser, College Relations Chair)

REGISTRATION DEADLINE

Register by Friday, April 6th at noon.

MEMBERSHIP RENEWAL



2018 LHRMA Membership Renewals

If you have not yet renewed your membership for 2018 you still have time.

Please be sure to do so right away!

Visit www.lincolnhhr.org to renew!



**Continuing Ed.
Center ONLY site in
Lincoln on Friday, May 4!**

LEAD YOURSELF

To be the best leader of others, you first must learn to lead yourself well. Attend Leadercast Live to learn from world-renowned experts about the qualities and characteristics of global leaders who exemplify what it means to lead yourself.

Speakers:

Jen Bricker	Dr. Mae Jemison
Ian Cron	Jim Loehr, Ed. D.
Tripp Crosby	Carey Lohrenz
Catherine Hoke	Andy Stanley
Michael Hyatt	Joe Torre




Jack J. Huck
Continuing
Education Center,
301 S. 68th St. Place,
Lincoln, NE

8 a.m.-2:30 p.m.
\$99

Space is limited. Register today!
Come to Leadercast. You'll leave a better leader.

Ticket price includes continental breakfast,
lunch and afternoon refreshments.

To register: <http://bit.ly/RegisterCE> and enter keyword: Leadercast

WELCOME NEW MEMBERS

LHRMA welcomes the following new members:

Brittnie Lauer

Recruiter

Manpower

Brittnie.lauer@manpower.com

Dorothy Ramsey, CCP

Senior Consultant/Owner

Ramsey Associates

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Natalya Martynyuk

HR Coordinator

Lincoln Marriott Cornhusker Hotel

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Leah Terrano, SHRM-CP

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Brian Kokesh

Associate HR Business Partner

DHHS

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Mary Moss, PHR

Regimental S1 Non Commissioned Officer in Charge

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Joanna Peters, PHR, SHRM-CP

Crew Resources

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Tyler Koeneke

Sales Manager

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President's Message

By Lindsay Selig, LHRMA President



March marked the start of spring! Well, at least on the calendar - you never quite know what the weather might do in Nebraska. But my fingers are crossed for at least a few days of sunshine!

For me spring means a time of new beginnings, fresh air and sunshine - whether it's finally being able to get outside or just open the windows. Whatever it is, I love the feeling of doing things I haven't done in a while.

As I was developing my message this month, I thought "why can't we bring spring into the workplace too?" I'm not saying call in sick and go golfing with your buddies. Simply bring spring into the workplace by starting a new tradition, learning something new or even doing something you haven't done in a while – a "new beginning" so to say.

Here are some ideas to get you started:

- Start a walking group at lunch – did you know walking just 20 minutes a day can improve your mood, increase your energy and help you live a longer life?!
- Attend a webinar about a topic you are unfamiliar with – SHRM offers several free webinars on a variety of topics to their members each month.
- Participate in the local LHRMA program for the month.

Spring can be brought into the workplace in a number of different ways, so I challenge you to find "spring" in your organization this month!



Legal Update

INTERNS OR STUDENTS IN THE WORKPLACE: PAID OR UNPAID?

By Jerry L. Pigsley, *WOODS & AITKEN LLP*
Lincoln, Nebraska

Do you have unpaid interns and students working for you to reduce your labor costs? On January 5, 2018, the U.S. Department of Labor (DOL) announced it was updating its enforcement policies as to when interns and students are employees under the Fair Labor Standards Act (FLSA). This announcement came as the result of a December 19, 2017, U.S. Court of Appeals for the Ninth Circuit decision. The Ninth Circuit became the fourth federal appellate court to reject the DOL's six-part test for determining whether interns and students are employees under the FLSA. As a result, the DOL issued an updated Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act. This new guidance is applicable to LHRMA members who are working for "for-profit" employers.

SEVEN FACTORS TEST

DOL will consider the following seven factors identified by the courts to determine whether your intern or student is an employee under the FLSA:

- 1) The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee – and vice versa.
- 2) The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.

- 3) The extent to which the internship is tied to the intern's formal education program by integrated course work or the receipt of academic credit.
- 4) The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
- 5) The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
- 6) The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
- 7) The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

DOL recognizes no single factor is determinative and whether an intern or student is an employee under the FLSA will depend on the unique circumstances of each case.

BEST PRACTICES ON AN UNPAID INTERNSHIP PROGRAM

For LHRMA members to avoid a claim by an unpaid intern that he or she should have been paid the minimum wage and overtime



under the Fair Labor Standards Act for services that they provided your business, you should consider taking the following steps:

1. Have a written understanding signed by the intern stating that the internship is unpaid and that they are not an employee of the business. Furthermore, that no job is being offered or connected with successful completion of the internship.
2. Seek interns who will receive college credit or documentation from their school that the internship is educationally relevant.
3. The internship should have a start and end date which corresponds to the intern's academic calendar.
4. Provide hands-on training which would be similar to that given by the intern's educational institution.
5. The intern should complement and not displace the work of paid employees while providing the intern significant educational benefits. For example, you should not lay off an existing employee on the grounds that you have hired unpaid interns to perform the same job.

Legal Update (continued from page 6)

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 author of this article, Jerry L. Pigsley, can be contacted at (402) 437-8500, jpigsley@woodsaitken.com, or at Woods & Aitken LLP, 301 S. 13th Stret, Suite 500, Lincoln, NE 68508-2578.

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 lhurma0048@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!

Make **that job** yours



Policy Changes to Promote Worksite Wellness

Simple wellness policy, system, and environmental (PSE) changes in the workplace can positively impact employee productivity and career satisfaction. Research has shown that this three-tiered approach fosters the most successful and sustainable wellness program and culture of health. Creating wellness policies can feel overwhelming and may be difficult to know where to start.

The Nebraska Department of Health and Human Services just released the newly developed Worksite Wellness Policy Guide. This guide provides information required to successfully formulate, implement, and sustain wellness policies through supporting evidence, checklists, step-by-step guidance, and templates/examples. Using this guide as a resource can ease the process of policy creation and help walk you through best-practices.

Wellness policies are defined as, "any plan or course of action designed to influence and determine wellness-related decisions." (Horner, D., Thompson, S., McLellan, R.K., Fuston, A., & Marrow, M., 2012) **If using the term "policy" does not fall in line with the company's typical practices,** these actions can be referred to as procedures, guidelines, recommendations, or statements of support. The more concrete you are able to set your statement, the more influence and lasting power it will have.

Policies should be tailored to the company

culture and the direction the wellness program would like to go. Companies can create an overarching statement to support wellness in the workplace or individual policies focusing on one specific initiative. Individual wellness policies can target nutrition, physical activity, lactation support, tobacco-free campus, flex-time, etc.

Even the best written policies can fail to be effective if they are not communicated or well known throughout the organization. Policies should be included in the employee handbook or procedure manual to promote awareness of the policy to new-hires and current employees. All new or updated policies should be communicated to all employees, especially managers and supervisors, and also to frequent vendors once released. Communication channels should be appropriate for the most effective exposure such as direct emails or company newsletters that have high exposure.

For more information on policy development or PSE changes you can make for your worksite, check out the worksite specific toolkits below.

- Nebraska's Guide to Healthy Beverages at Work
- Nebraska's Guide to Lactation Support at Work
- Nebraska Diabetes Worksite Toolkit
- Walk It Guide
- (New) Worksite Wellness Policy Guide

To access a copy of the wellness toolkits or for more information, contact Nicole Osborne with Nebraska Safety Council/WorkWell at nosborne@nesafetycouncil.org or 402.483.2511 ext 102.

7 Habits of Highly Effective Supervisors

In the spirit of Stephen Covey's popular book, "The 7 Habits of Highly Effective People", below is a list of 7 of the key habits/management practices utilized successfully by supervisors and managers today:

- Be a Positive Leader – Employees look to their leaders for encouragement, especially during difficult circumstances. Effective supervisors maintain a positive mind-set and set a positive tone for their teams on a daily basis. They manage their own attitudes and emotions well, so that they can stay optimistic for the staff during challenging situations.
- Get to Know Your Employees Well – Effective supervisors make spending time with their employees more important than their own task list. They get to know their employees as individuals - their needs, interests, and strengths. Through this focus they learn what's important to each employee, and how to best support and motivate them.
- Engage Your Team – To maximize employee engagement it's important to solicit their input into department goals, project plans, etc. Employees will get more enthusiastic about the work when they have an opportunity for input. When assigning work, highly effective supervisors will determine the "what" (project, task, goals, etc.), but let the employees have input into the "how" (specific work plan, methods, etc.).
- Practice Supportive Management Techniques – To create an environment that improves employee motivation and initiative, it's important to utilize management approaches that are less directive and more supportive. For example, employees typically respond better to supervisors that use a collaborative coaching approach than they do to one who is highly directive and micro-managing.
- Become an Effective Coach – Supervisors who utilize a collaborative coaching approach create a respectful environment for their team that improves employee morale, motivation, and initiative. The key communication strategy utilized in a coaching approach is "often ask" for the employees input, instead of "always directing" them.
- Interact Well with Your Staff – Having a good relationship with their supervisor is one the most important aspects of job satisfaction for most employees. Highly effective supervisors are sensitive to the importance of their day-to-day interactions with their staff and are careful to be attentive (spend time), courteous (friendly & kind), and respectful (listen well) with their employees.
- Skillfully Manage Difficult Situations – Highly effective supervisors skillfully and tactfully handle difficult situations and issues with their employees. For example they listen respectfully to the employee (even if they disagree), and remain kind even when correcting performance or behavior.



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