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**LHRMA**  
Lincoln Human Resource Management Association

AFFILIATE OF  
**SHRM**<sup>®</sup>  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

## March Program & Workshop

Program and Workshop on March 12 Features:

Stupid Things Leaders Do— *A Guide to Not Ruining your Culture!*

Join us for our Program and Workshop on March 12. Brett & Blake Hoogeveen, brothers and co-owners of MindSet, will present from 12:00 to 1:00 p.m. and lead the workshop from 1:00—3:00 p.m.

### About the Presentation

Want to know the first step toward creating a great business culture? Step 1: Stop being stupid! No leader is perfect, but far too many leaders today are hamstringing the success of their organizations by thinking and

acting in ways that are damaging their culture. Being a brilliant leader is challenging; but we can learn to stop doing stupid things in an afternoon. There's great ROI on the latter, so let's leave the self-actualization for another day, eat the low-hanging fruit, and watch our work cultures shine!

**SHRM Foundation**  
★ 2018 CHAPTER CHAMPION ★

— SHRM —  
SHRM-CP | SHRM-SCP  
**RECERTIFICATION PROVIDER**  
2018

**SHRM EXCEL**  
2017

## About the Workshop

Following the keynote presentation, workshop participants will be asked to reflect on the “stupid things” outlined in the lunch presentation. Participants will discuss in small groups any opportunities for improvement their organizations may have related to the keynote presentation. Following the breakout discussions, participants will be asked to share the practical takeaways from their discussions. The presenters will facilitate a conversation on the topics of greatest interest to the group, while interjecting candid and practical insights business leaders can use to overcome doing “stupid things” to build a winning culture and achieve lasting business success!

## About the Presenters

Brett and Blake Hoogeveen are brothers and co-owners of MindSet, a leadership training and consulting firm that spun out of Omaha, Nebraska's five-time #1 Best Place to Work. They are passionate about helping leaders create work cultures that attract, build, motivate, and retain great employees. Brett and Blake work regionally as trainers, consultants, coaches, and speakers. Their core message: Better Culture = Better Business.

## March Program & Workshop

### WHEN AND WHERE

Tuesday, March 12, 11:15 — 3:00 p.m. at Country Inn & Suites, 5353 N. 27th St., Lincoln

### REGISTRATION FEES:

Lunch Program Registration Fee: LHRMA members – \$15

All Other Attendees – \$25

Workshop Fee – \$35

*Luncheon attendance is free for SHRM designated student chapter members. Current SHRM designated chapters include: University of Nebraska-Lincoln. Students must register through Jenessa Keiser, College Relations Chair, [college.relations@lincolnhnr.org](mailto:college.relations@lincolnhnr.org) for free meeting attendance.*



2019 LHRMA Membership Renewals

Visit [www.lincolnhnr.org](http://www.lincolnhnr.org) to renew!

# WELCOME NEW MEMBERS

## LHRMA welcomes the following new members:

Mark Schanou, SHRM-CP  
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# MASTER OF BUSINESS ADMINISTRATION

## SENIOR HR CERTIFICATE = MBA 7 CLASSES TO AN MBA

### LEVERAGE YOUR CERTIFICATION

Obtaining your senior certificate in HR is a professional accomplishment and signifies a certain level of experience in leading HR. Doane University allows you to leverage your achievement to next earn a Master of Business Administration (MBA). Individuals with a senior certification in HR will be able to earn an MBA in one year or less.

### PROGRAM FLEXIBILITY

Doane's MBA program is tailored to the working professional with a framework and course design that provides flexibility to balance professional and personal commitments with student academic goals.

- Courses are available online or on campus (Doane's Omaha campus location)
- Courses are offered in 8-week long terms. There are five 8-week terms per year.
- Students have the flexibility to take 0, 1, or 2 courses during any 8-week module.
- Courses will be taught by faculty who engage students in applying industry standards and learning cutting-edge techniques.
- Coursework will develop resourcefulness, creativity, benchmarking, and reflective practices.

### CORE COURSES

BUS 601 International Business & Economics  
BUS 604 Organizational Behavior  
BUS 612 Managerial Accounting  
BUS 614 Financial Management  
BUS 640 Analytics & Decision Sciences  
BUS 641 Strategic Marketing  
BUS 642 Administrative Strategy & Policy

### PROGRAM REQUIREMENTS

Doane's MBA degree requires completion of 30 academic credit hours. Students can take all their courses from Doane, transfer in up to nine graduate credit hours of coursework from other schools, or receive credit for having obtained a certification. Individuals who have received their senior-level certification in HR will have earned nine (9) credit hours as prior learning credit and will only need

# President's Message

By Lindsay Selig, LHRMA President



Is it Spring yet?! I don't know about you, but I am sick of this SNOW and it seems like every time I watch the news or listen to a radio broadcast of the upcoming weather, they are predicting more! For someone that loves 60-degree weather, this brings down my usually positive mood.

I took a very unscientific poll at work today (and by unscientific, I mean I simply asked anyone who crossed my path their thoughts) about whether others felt that this long-term winter-like-weather was also killing their upbeat moods. The answer was resoundingly YES! Which made me think, what can we as employers do to lift the spirits of our employees – because we all know a happy employee is much more likely to be a productive employee.

With that thought in mind, I set out to find some advice to share with our LHRMA members on what they can do. Here are my favorite ideas:

- Promote Exercise – We all know that with exercising the body produces endorphins and endorphins are a natural mood booster, so why not promote something that naturally boosts mood?
- Let It Grow – Encourage your employees to plant sunflowers and place them around your office. SHRM suggests that green-friendly workplaces tend to be high-yield environments.
- Food – Who doesn't love a surprise smoothie or a free lunch? Bring in your employees' favorite food for a little treat throughout the day.
- Healthy Competition – Help your employees take a short break and participate in a fun game or activity. Wouldn't it be fun to play a quick game of indoor HORSE to kick off March Madness?

If you are wanting more information or suggestions, check out these articles:

- <https://www.shrm.org/hr-today/news/hr-magazine/pages/070815-morale-boosters.aspx>
- <https://www.allbusiness.com/help-employees-overcome-winter-blues-regain-productivity-119715-1.html>

Hope these ideas help bring some much-needed sunshine and warmth to your workplaces!

## Legal Update

### Reasonable Accommodations—Service Animals in the Workplace

By Jack L. Shultz and Kramer L. Lyons  
O'Neill, Heinrich, Damkroger, Bergmeyer & Shultz, P.C., L.L.O.



Title I of the Americans with Disabilities Act (“ADA”), which governs employment, requires employers to make “reasonable accommodations” for employees with disabilities. While under Title II and III of the ADA only dogs are considered service animals, there is no definition or limitation to service animals under Title I. Because Title I does not specifically address service animals, a request from an employee to bring a service animal to work should be processed like any other request for reasonable accommodation. This means that employers must consider the request, but do not have to automatically allow employees to bring their service animals to work.

When an employee requests to bring their service animal to the workplace, there are several questions that an employer may ask before allowing the service animal as a “reasonable accommodation.” If it is not clear that an animal is a service animal, an employer may inquire whether the animal is required because of a disability and what work or task the animal has been trained to perform. However, employers should not go so far as to require the animal to demonstrate any task, request verifying documentation on the animal or inquire about the nature of the employee’s disability.

After verifying that the animal is a service animal, the employer should grant the accommodation request if: (1) the employee’s disability and the service animal’s function are related; (2) the service animal will improve the employee’s ability to perform their employment duties; (3) the animal has sufficient training to not be disruptive in the workplace; and (4) the accommodation does not present an undue hardship to the employer.

It is tempting for employers to dismiss requests for accommodation and state that allowing the service animal would not be a “reasonable accommodation” because it would cause an undue hardship on the employer. However, the employer must go through a process to determine whether the request for a service animal is appropriate or whether the request would cause an undue hardship. Employers are often surprised to find out what efforts courts view as reasonable accommodation.

For example, in *Clark v. Sch. Dist Five of Lexington & Richland Ctys.*, 247 F. Supp. 3d 734 (D.S.C. 2017), the court denied the employer’s motion for summary judgment where a teacher had requested accommodation to bring a Chihuahua to the school. The teacher’s doctor had provided an opinion that the teacher had PTSD and “forcing [the employee] to teach without the assistance of her service dog will be profoundly detrimental to her well-being.” The employer attempted to argue that accommodating her service animal request will cause undue hardship due to student allergies, students’ fear of dogs, and the potential for distraction among students and other employees. While this was only a summary judgment motion, it indicates that the school’s concerns were not enough to summarily dismiss the request.

A major concern for employers when receiving service animal requests are allergies of other employees. There are several actions that employers can take that would most likely not be viewed as undue hardship. Some of these actions include: allowing the employee with a service animal and an employee with an allergy to work in different parts of the building; establish a schedule where the subject employees are not working at the same time; develop and allow for a different travel path to important parts of the building; install portable air purifiers in strategic locations in the building; allow the employees to develop a plan so the subject employees are not using common areas at the same time; and have the work areas cleaned, dusted and vacuumed regularly.

## Legal Update (continued from page 6)

Once a decision is made that allowing the service animal is a “reasonable accommodation” the employer and employee should determine how to best integrate the service animal into the workplace. Issues like where and when the animal will be taken outside and how the animal’s needs correspond to the employee’s break times need to be considered by both employer and employee. While the employee is responsible for taking care of the animal, the employer must allow the employee the ability to do so to do so. This may require greater flexibility ---than the employee previously had. If the service animal is only required for the employee’s travel to and from work, an employer should designate an area that the service animal can occupy during the shift.

Accommodation requests involving service animals are becoming more popular, and employers need to be prepared for when they occur. This process should be treated like any other accommodation request for reasonable accommodation. While there are situations when allowing a service animal would not be a “reasonable request” employers must go through the process of determining whether the service animal would cause an undue hardship.

**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 authors 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 Kramer L. Lyons can be contacted at (402) 434-3000, or at O’Neill, Heinrich, Damkroger, Bergmeyer & Shultz, P.C., L.L.O., P.O. Box 82028, Lincoln, NE 68501-2028, [jshultz@ohdbslaw.com](mailto:jshultz@ohdbslaw.com) and [klyons@ohdbslaw.com](mailto:klyons@ohdbslaw.com).

# ..... GRIEF *IN THE WORKPLACE* .....

By: AARON KADAVY, LIMHP, Continuum EAP Professional

One common situation people encounter is grief. Everyone suffers from death, grief and loss at some point in life, and everyone experiences grief differently. It can be an overwhelming, all-consuming issue that overflows into every facet of life. Grief can be an uncomfortable topic for

anyone tasked with navigating the balance between compassion and productivity. Most workplaces offer bereavement leave for death of a spouse or close relative, but this is usually less than a week. While this may allow for time to attend a service, it certainly is not enough time to recover from the emotional pain that accompanies a loss. This not only takes a toll on the individual, but can also deeply impact one's focus and concentration and reduce overall workplace effectiveness.

## THE IMPACT OF GRIEF IN THE WORKPLACE

In 2018, the Grief Recovery Institute reported grief cost employers an estimated **\$113.27 billion** in reduced productivity and on-the-job errors. These precipitating events included death of a loved one, divorce, family crisis, financial loss, death of colleagues and friends, major lifestyle changes and loss of a pet. This estimate increases annually when taking into account inflation, employee demographic changes, and an aging workforce. In addition, other employees may be upset, which can dampen the work environment. Support for grieving workers can improve recovery times in the workplace.

## RECOGNIZING GRIEF

Everyone grieves differently, and grief can vary with each loss. Some may find it very difficult to return to work, while others may find it necessary to return to a work environment to keep busy and divert their attention from grieving. Others may simply want to get back to a routine and avoid remembrances as a way to help them put the loss behind them. Common symptoms of grief may include poor concentration and memory, exhaustion, depression, short temper, difficulty with showing or experiencing joy, headaches, chest pain, sore muscles and digestive distress.

## RESPONDING TO GRIEF

Acknowledging the grieving employee's loss is an important first step in preparing the employee for returning to work. In addition, providing support such as an adjustment in work schedule, added breaks, adjusted expectations, and someone to help catch errors, all with assurance that performance reviews will not suffer may be warranted. Acknowledging the death with a note or flowers from management or co-workers, or sending a workplace representative to the funeral can be helpful in conveying the company's condolences. Sometimes, simply asking, "How are you?" can be helpful for an employee to feel heard and supported.

## GET HELP

Though grief can make it difficult for some to be in the workplace, showing compassion and empathy can help create a comfortable atmosphere during a painful time. Your employee assistance program can be a great resource to both employees and leaders for addressing the needs of both the individual and the workplace.

For more information about Continuum EAP and its services, contact Gail Sutter.



# Preventing Text Neck

Modern technology is great however the use of a cell phone can be a real pain in the neck or what is now being referred to as “text neck”. A patient information sheet provided by the American Chiropractic Association hopefully will help you avoid this painful situation.

Some 83% of American adults own cell phones and three-quarters of them (73%) send and receive text messages. Text messaging users send or receive an average of 41.5 messages per day, with the median user sending or receiving 10 texts daily. As technology advances, allowing us to do more tasks on smaller equipment, our bodies often pay the price. With a growing potential for injuries from tools we rely on, it's a good time to learn how to minimize the risks. One problem that is becoming more and more prevalent is neck strain from the overuse of these mobile devices, or “text neck.”

## How to Avoid Text Neck

- Sit up straight with your chest out and your shoulders back.
- Bring your arms up in front of your eyes so that you don't need to look down to see the screen.
- Tuck your chin into your chest to look down rather than dropping your head forward.
- If you must use your mobile device for lengthy typing, invest in an external keyboard.
- Rest your forearms on a pillow while typing to help minimize neck tension.
- Avoid using mobile devices while in bright sunlight. Straining to see the screen leads to jutting the chin forward, shifting work from the spine to the muscles that hold up the head.
- Avoid texting for long periods of time while traveling in the car. The best way to avoid text neck is to limit the use of your mobile device. If you need to send an e-mail, wait until you have access to a computer. If you need to share some information, call the person rather than texting.

Should you have any questions about “Text Neck” give Dr. McCracken a call. Improved health, decreased health costs and increased productivity have been noted with on-site chiropractic treatment. For more information you may reach him [@drmmcchiro@gmail.com](mailto:drmmcchiro@gmail.com)



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