

March 2014



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Mark your calendars for Rogue Valley SHRM's Annual May Legal Seminar. This will be an all-day event on Thursday, May 15, 2014 from 8:30am to 4:00pm. Registration includes presentations from Portland area attorneys representing Stoel-Rives. They will be covering HR critical topics and give updates for HR impacted laws. Lunch is included in registration fee. Please see our website for more additional information within the next few weeks.

President's Corner

By John Underwood

Are you **feeling the "heat" of change** as I am? Health care laws under ACA. EEOC mandates for hiring vets and disabled persons. Nervous markets. Start and stop business. It's unsettling at best and unnerving at worst. This is why **connecting with you fellow HR professionals** is so vital to us. Here are a few ways:

If you haven't already, please check out our web site: **shrmroquevalley.shrm.org**

Join us at our next program on **Thursday, March 20, 7:30 – 9:30** at the Smullin Center in Medford. This is a fun and useful presentation by Jo Anna Shaw titled **"Empowering and Motivating Your Team Members"**. **BRING YOUR BOSS OR ANOTHER BUSINESS ASSOCIATE FOR FREE.**

Start tweeting us: **@shrmroquevalley**

Join us at our **next Board Meeting. Thursday, April 2**, from 7:45 – 9:15 a.m. RCC/SOU Higher Education Center, Rm. 228. We take care of business, but always have some fun doing it!

From our web site, **call** any one of the Board of Directors to bounce ideas/questions.

Call me about how we can support you in your work: **541-618-3644**

BIG SHOUT OUT to WENDI BROWN for her work on our new branding initiative. Her creativity and design professionalism is amazing. Thank you, Wendi!

NEED HELP... The 4th annual Careers in Gear Youth Success Expo is **Thursday, March 13**. We expect over 600 kids from 14 different high schools in the two-county region to attend. If you have a couple of hours to spare, would you call: **Stacie Grier**, Director of Junior Achievement of Jackson and Josephine Counties? Stacie's phone number is: 541-842-3920 EM is: sgrier@ja-pds.org You will not be sorry you did.

Finally, I leave you with a quote from one of my favorite motivational speakers and authors, Zig Ziglar: *"People often say motivation doesn't last. Neither does bathing – that's why we recommend it daily"*

Thank you for all you do, every day, to make the lives of your organization's or business' people better, safer, interesting, balanced, profitable, fun and rewarding!



Rogue Valley SHRM Chapter Presents:

Empowering & Motivating Your Team Members

Motivating Employees: Shared Vision + Shared Commitment + Shared Effort = Strategic Results

People drive results. People create products, services and culture. People maintain systems; their creativity and efforts transform into revenues. People are the life-force of business. However, sometimes team members can get in their own way. Some get frustrated and short with people who don't seem to carry their weight. Some waste time gossiping and pointing fingers. Or, some just do their job and don't make waves, feeling disheartened and trapped. How employees react in the workplace ultimately affects productivity and client perceptions, as well as all key stakeholder relationships. Additionally, as organizations have a major effect on the health and wellbeing of our local communities; it is critical to empower your team to share your company's vision. In this workshop, learn how to motivate employees through a shared vision and commitment. Develop personal and team bests, optimize stakeholder results. Inspire commitment to your company values and strategic mission. Put empowerment into action using self-directed systems. Prevent and resolve negativity in the workplace environment. Motivate people, your team members, to be and do their best. Strategically align your company's goals with your teams.

Date: Thursday, March 20, 2014

Networking: 7:30 am to 8:00 am

Workshop Time: 8:00 am to 9:30 am

Presenter: Jo Anna Shaw, MBA

About the Presenter: Jo Anna is a self and people development expert, as well as a soon to be a published author relating to this material. She strategically empowers individuals and teams to take their own power and fulfill their work-life purpose. Having earned her MBA and following a twenty-year banking career, Jo Anna has been running her own mind/body coaching, training and consulting business for twenty-some years. During that time, she also conducted 400 communications and leadership seminars reaching 15,000 people, for a national business training client. Jo Anna has also designed and facilitated implementation of an orientation and empowerment system for a company in our business community, People's Bank of Commerce.

Meeting Location: Smullin Health Education Center
2825 E. Barnett Road
Medford, OR 97501

Cost: \$10.00 per member / No charge for first time guests and students
\$15.00 for non-member

HRCI Credit: HRCI Credits are pending

RSVP To: Tanya Haakinson thaakinson@sierrapine.com

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R**Jackson County Oregon Employer Council**

And

Worksource Oregon Employment Department

Invite You to Attend

**Leave Laws in Oregon:
Advanced OFLA, FMLA and Other Leave Laws**
(5 HRCI Credits Pending)**Presented by Bureau of Labor and Industries (BOLI)**

This training is intended for people with a basic understanding of leave laws in Oregon. This training will cover employers with 25 or more employees in Oregon that are required to comply with the provisions of the Oregon Family Leave Act (OFLA). If your company has 50 or more employees in the United States, the federal Family and Medical Leave Act (FMLA) also applies. There are significant differences between OFLA and FMLA, and Oregon employers must understand these differences in order to effectively and lawfully administer their leave program. This session covers complex leave laws including the Oregon Family Leave Act, Federal Family and Medical Leave Act, Oregon Military Family Leave Act, leave for Victims of Domestic Violence, Sexual Assault or Stalking are all covered in depth, including the impact of injured worker and disability laws. In addition, complex leave tracking scenarios will be covered.

Specific topics will include:

- Other Protected Leaves
- Review of Basic OFLA/FMLA
- The ADA and ADAAA
- The Oregon Disability Law
- What is a "Disability" Under the Federal and State Laws?
- What is the Requirement to Make "Reasonable Accommodation"?
- Injured Worker Laws
- Reinstatement/Reemployment
- Light Duty
- Loss of Rights
- Oregon Family Military Leave Act
- Leave for Victims of Domestic Violence, Sexual Assault or Stalking

This seminar is targeted toward human resources personnel, business owners, managers, supervisors, and anyone who is responsible for administering a company leave program.

Thursday, April 3, 2014**9:00 am – 3:30 pm, registration begins at 8:30 am, lunch provided 12:00 pm – 12:30 pm****Register today at: <http://jacksoncountvoec.eventbrite.com>****\$75 per person registration fee, non-refundable**

For Any questions, comments or concerns, please contact Andrea Burcham at (541) 776-6060 ext. 314 email: Andrea.P.Burcham@state.or.us or Josh Morell (541) 776-6060 ext. 236 email Joshua.A.Morell@state.or.us.





Rogue Valley SHRM Chapter Presents:

Build It & They Will Stay— Secrets to Employee Engagement & Retention

Employee engagement is a major issue today as it impacts a company's earnings in so many ways; from lost productivity & intellectual capital to the additional time, effort and costly expense of hiring. Managing employee turnover is critical to aligning HR functions with the company's vision & goals. When total compensation packages are competitive with the local marketplace, this becomes a valuable intrinsic reward that helps to keep employees committed & engaged. Engaging & motivating valuable employees is achievable in any company. This workshop uses strategic level experiential activities to teach HR professionals' ways of creating a productive, engaging and committed workplace environment by:

- Analyzing current work environment for ways to create engagement
- Identifying methods to build loyalty and retain good employees
- Implementing ideas & action plans to increase engagement

Date: Thursday, April 17, 2014

Networking: 7:30 am to 8:00 am
Workshop Time: 8:00 am to 10:00 am

Presenter: Robin Thompson, MS

About the Presenter: Robin has leadership experience as Vice President of Development. She has owned Thompson Training & Keynote, Inc. for over 20 years and has a Master's Degree from the University of Utah. She is a qualified speaker, trainer, consultant and coach. She is a published author with a book about handling stress using work/life balance and also writes a blog about personal fulfillment. Robin teaches leadership courses as a faculty member at Lake Forest Graduate School of Management. Her successful programs use her leadership experience to help her clients achieve success in the workplace including several Fortune 500 companies.

Meeting Location: Smullin Health Education Center
2825 E. Barnett Road
Medford, OR 97501

Cost: \$10.00 per member / No charge for firsttime guests and students
\$15.00 for non-member

HRCI Credit: HRCI Credits are pending

RSVP To: Tanya Haakinson thaakinson@sierrapine.com

Legal Update

By Sarah Elkinton, PHR

Last month we talked about the increase we can expect to see in systemic EEOC investigation. With the EEOC proclaiming their intent to root out and discover widespread discrimination in corporations, I think it is worth our time this month to discuss how to respond to EEOC claims when you receive one. The Equal Employment Advisory Council has released these guidelines to help employers respond effectively, and lawfully, to EEOC Claims.

Remember that the EEOC does not have unlimited subpoena authority:

If an employer fails to provide the EEOC with the information requested then the investigator has the authority to issue a subpoena compelling the employer to provide the information. They however, cannot compel the employer to produce evidence that does not relate the case of discrimination in the original charge. For example, if the original charge is for age discrimination the EEOC cannot compel the employer to provide documents that would support the case of gender discrimination. Additionally, the EEOC must go to a federal court to enforce the subpoena.

Do not feel compelled to give the EEOC everything they ask for:

You may feel a strong desire to provide all documents requested in order to show that you are cooperative; however, you only need to provide the documents the EEOC actually *needs*. If the request for information requests documents not related to the original charge, you do not have to provide it.

Do not be intimidated by an EEOC Investigator who cites the agency's subpoena authority:

The EEOC compliance manual instructs investigators to "remind" employers who seem reluctant to provide evidence that they have the authority to issue subpoenas, while this reminder is sometimes perceived as a threat, that is not always the case. Before you give up and surrender everything, look for other signs they are preparing to issue a subpoena and consult with legal counsel.

Have a plan in place in case the EEOC pays a surprise visit and do not simply hand over information to the investigator who serves a subpoena:

Over the course of time EEOC investigators have become more aggressive about investigating claims. An investigator will arrive on site with no prior notice, subpoena in hand, and demand documents and witness. In one such case in Georgia a federal trial judge castigated the EEOC for having "launched its investigation by conducting a raid on [the company's] satellite office as if it were the FBI executing a criminal search warrant." Since the subpoena must be enforced by a federal court, you have time. Tell the investigator that all subpoena matters must go through the company's legal counsel and it will take some time to produce what they have asked for. Then immediately contact counsel.

Work cooperatively with the investigator whenever possible:

If you do not believe you should supply what they are requesting, take the time to explain why. In turn, ask them to explain the reason why they are making the request. If they are requesting information that would be difficult or cumbersome for your company to produce, offer an alternative to the EEOC investigator. Most importantly continue to have open dialog with the EEOC investigator. The EEOC reports that the majority of subpoenas are issued when an employer stonewalls the investigator. Even if you do receive a subpoena, you should continue to talk with the investigator, in most cases it is in the company's best interest to work out any disagreements in advance to limit the scope of any possible court action.

Consider an appeal if you do receive a subpoena:

If you do receive a subpoena, talk with your company's legal counsel. You only have 5 days to appeal by filing a "Petition to Revoke or Modify." If you do not file, you may be forfeiting your right to challenge in court at a later date.

Document, Document, Document:

As HR professionals we are all keenly aware of the importance of documentation, and this is no less true in the case of an EEOC charge. Keep careful records of what is requested and what is provided, including when it is requested and provided.

*Adapted for RV SHRM from EEAC Memorandum RE: EEAC Guide to Responding to EEOC Requests for Information

Surprising Statistics about Age and Disability Claims

(Older workers 55+ are not the big absence abusers)

By Patricia (Trish) Forde, SPHR, GPHR

I was surprised to learn recently in a report entitled “*Lost Work Time and Older Workers*” by Integrated Benefits Institute, a not-for-profit research organization, that seniors (55+) are not the ones who take more and longer leaves-of-absence for health reasons.

The report examined the reasons for work absences and reviewed claim records of 52,000 U.S. employers on STD, LTD and FMLA leaves, examining how age and frequency of absence compared in a statistical model.

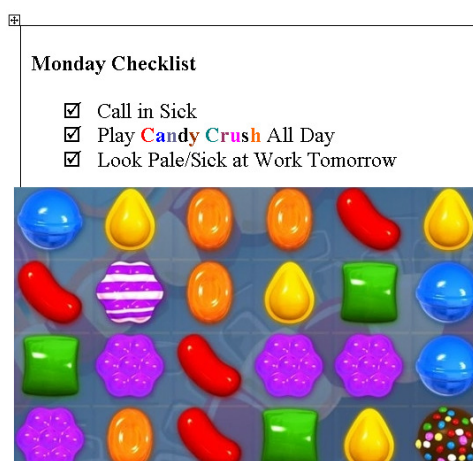
The study found that it is a misconception or fallacy that older workers represent the majority of workplace-absence claims. Those workers 55 and over *do not* account for the most absence claims. The data showed that senior workers are responsible for only between 23 and 42 percent of the FMLA, STD and LTD claims, and only about 17 percent of Worker’s Compensation claims.

The study also found that younger workers use more STD time for anxiety and depression issues than the 55+ age group. The younger workers also lose more work time for body sprains and fractures than the seniors.

As a 55+ workers myself, I personally think some of the strong work ethic of my parents’ generation rubbed off on me and is the primary reason that I am conscious of limiting my absences from work for health reasons. I have what I consider a normal constitution, enduring as many colds, aches and pains as the average older worker, however, I make an effort to come to work even if I’m having an “off” day.

As HR professionals, I know we all have experienced those folks who seem to be calling in sick on Mondays and Fridays, and I’m sure that many of you are frustrated by the negative impact that such abuses have in your workplace. As a result, as HR practitioners, we try to implement attendance policies that limit casual absences and curb or weed-out those people who seem to have a problem making it in to work.

Anyway, I was gratified at least the study shows that the 55+ older workers having something to teach the young folks even though we can’t seem to beat them at computer games!



2 Positions Available at MasterBrand Cabinets

About MasterBrand Cabinets: Great People. Great Brands. Great Future.

It's more than just a slogan – it's the heart of who we are and what we do. At MasterBrand Cabinets, we understand the importance of working hard and living well. It's our people-first company philosophy that allows top talent to feel valued and fulfilled. With annual revenue of more than \$1 billion, we reward individual contribution, promote career mobility and allow you to grow as we do. We have a long history of success at MasterBrand Cabinets with a family of prominent brands, as well as partnerships with key customers in every channel. Our focus is achieving meaningful results to make our organization even stronger and our future even brighter.

For full-time, regular employees, MasterBrand Cabinets offers competitive compensation and benefits, including paid holidays and vacations, 401K, and medical/dental/vision insurance.

Position Summary for Human Resources Generalist

This position is on 2nd Shift.

Provides day-to-day HR Generalist and point-of-contact support management and production associates in the plant. Supports HR and assigned customers in employee relations, staffing, performance management, employee development and other initiatives. This is a non-supervisory position. The position will report to the HR Manager for Grants Pass facility.

Position Summary for HR Generalist / Occupational Nurse

Provides day-to-day HR Generalist and point-of-contact support management and production associates in the plant. Supports HR and assigned customers in work comp, ergonomics and analytics and hazard prevention support and administrative support. This is a non-supervisory position. The position will report to the HR Manager for Grants Pass facility.

For Accountabilities and Required Characteristics and Attributes for each position, more information is on the Rogue Valley Chapter website at www.shrmroguevalley.shrm.org.

Qualified applicants please apply online at: www.masterbrandcabinets.com/careers

MasterBrand Cabinets, Inc., is an Equal Opportunity Employer and provides a Drug-Free Workplace. All qualified candidates will receive consideration for employment without regard to their race, color, religion, sex, national origin, or status as a qualified individual with a disability or Vietnam era or other protected veteran status.