

RV SHRM Newsletter

November 2013

President's Corner

Hi,

We hope your Halloween was fun and full of yummie goodies.

Our last program of 2013 is scheduled on a different day than normal due to the availability of our presenter, Dr. John Bowling. It will be on Tuesday, November 19th and he'll be talking about "Using Emotional Competencies and Skills to Lead more Strategically and Accelerate Performance". This program has been certified for 1.5 General HRCI Credits, details are inside.

Be on the lookout for an email from one of our 2014 Program Co-Directors, Tabitha Carlson and Tanya Haakinson. They'll be sending you a brief survey to fill out regarding our monthly programs. What type of topics are you interested in? What areas do you need more information about to do your job better? Your input is important to us so we can make sure to bring relevant programs to you in 2014. Please take a moment when you receive it to give us your feedback. If you include your name, you'll be able to attend the January program for free.

We don't have a program in December, but will resume in January. Keep a lookout on our website www.shrmroquevalley.shrm.org. We hope to see you on the 19th!

Have a wonderful Thanksgiving,

Shannon
2013 Chapter President

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HR Certification Institute

For those of you who are PHR, SPHR and/or GPHR Certified, please read on about changes to recertification deadlines:

Beginning in 2014, HRCI will be implementing a new “*Birthday Rule*” for recertification deadlines.

After the *Birthday Rule* goes into effect on **February 1, 2014**, your new recertification date will be the end of your birth month. You will continue to have at least three (3) years to complete your recertification cycle. However, instead of your cycle ending in the month in which you became certified, it will be extended to the end of the month in which you were born. You will **NOT** need to earn more than 60 credits during this one-time initial extended cycle.

This change will result in a number of benefits:

- It will allow you to more easily remember when your recertification cycle ends (just like your driver’s license!)
- It will spread our workload out evenly throughout the year, allowing us to provide better and timelier service.

Here is how the new rule will be implemented for all recertification cycles ending February 1, 2014, and later:

- If the month in which you are due to recertify (for example, June 2014) is the same as your birth month listed in our records (for example, June 2014), your cycle date will remain the same.
- If the month in which you are due to recertify (for example, June 2014) occurs earlier in the year than your birth month listed in our records (for example, December 2014), your cycle date will be extended to the end of your birth month, later that same year (in this example, December 31, 2014).
- If the month in which you are due to recertify (for example, June 2014) occurs later in the year than your birth month listed in our records (for example, January 2014), your cycle end date will be extended to the end of your birth month in the *following* year (in this example, January 31, 2015).

With this change, no one will have less than three (3) years to recertify. You will also receive a new certificate *in late March 2014* with your new recertification cycle end date. We will share additional details about the *Birthday Rule* through our website and blogs in early 2014.

Please stay tuned, we’ll be sharing more of the enhancements, features and updates to the recertification program over the coming weeks.

Workshop date
has changed to
Tuesday 11/19/13

Using Emotional Competencies and Skills to Lead More Strategically and Accelerate



This interactive presentation will help participants explore the latest research on how emotions and other forms of non-verbal communication can be used to make better decisions in the workplace, including skills at evaluating truthfulness and credibility. Understanding how we perceive others, and how we are perceived by others, has implications for strategic hiring, generating buy-in for change initiatives, and making more informed and reliable decisions.

Presenter: John Bowling, Ph.D. of Sustainable Leadership Consultants

About the Presenter:

Dr. John Bowling is a licensed psychologist and accomplished business leader, educator, coach, and consultant as well as adjunct faculty member in the Graduate School of Business at Southern Oregon University. He is passionate about helping individuals, teams, and organizations optimize performance through a process of creating clarity around focus, strategy, structure, and desired outcomes, and then enhancing awareness of self and others in interactions. This blend of structural and process work helps remove barriers to performance while reinforcing development of new strategic and interpersonal skills.

Date: **Tuesday, November 19, 2013**

Networking: 7:30 am to 8:00 am

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

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: Approved for **1.5 hours** of **General Credit**

RSVP To: Jill Auburn at (541) 956-7895, aubornj@firemtn.com

Legislative Update

By John Underwood, SPHR

Job Functions Not Needed for Reasonable Accommodation??

In an Americans with Disabilities Act (ADA) case that will catch employers by surprise, a federal appeals court recently ruled that an employee didn't need to show that her requested accommodation was connected to her ability to perform the essential functions of her job. The case centered on an employee's request for a free on-site parking space because she had a knee condition. The employee never explained how the parking space would enable her to perform the essential functions of her job or that she was having any difficulty walking from her current parking area. Rather, the employee simply relied on the employer's knowledge of her condition and the denial of her request for the new parking space to bring her disability discrimination claim. The employer objected that she never tied her request for the parking space to any difficulty she was having performing the essential functions of her job. A federal appeals court, however, decided such a link wasn't necessary, and quoted the ADA to say a reasonable accommodation may include "making existing facilities used by employees readily accessible to and usable by individuals with disabilities." The employee will now be able to present her case to a jury (*Feist v. Louisiana Dept of Justice*, 5th Cir, Sept. 2013). Bottom line... even if the request is NOT related to essential functions... you may be required to accommodate. Stay tuned...

Don't Cut Corners With Your I-9's...

Don't leave any part of your I-9 blank! In a recent case, an employer did just that. Instead, they took copies of the required documents and simply attached them to the incomplete I-9. ICE (Immigration and Customs Enforcement) fined them \$173,500. The U.S. Ninth Court of Appeals agreed with ICE. Ouch... (*Ketchikan Drywall Services, Inc. v. ICE*, 9th Cir, Aug. 2013)

New Vets/Disabilities Rules March 24, 2014

Finally, the new affirmative action rules for federal contractors regarding veterans and people with disabilities were officially published in the Federal Register, and will take effect on March 24, 2014. For some of the new recordkeeping requirements, including the invitation to self-identify, employers with affirmative action plans in place on the effective date have the option of being grandfathered until their next plan year. The [published rules for veterans](#) and the [published rules for people with disabilities](#) are worth reading if you have covered federal contracts. The OFCCP has said it will be updating its [veterans web page](#) and [disabilities web page](#) with clarifications in response to questions it has received.

Also, one of the new requirements is to include specific mandatory language in subcontracts and purchase. There is no grandfathering option for this.

SHRM Foundation Silent Auction

**Awesome Gift Basket available at the Rogue Valley SHRM
Chapter Meeting on Tuesday, 11/19**



Make a bid on this Silent Auction Gift Basket of superior quality Wine and Chocolate perfect for gift giving or keep it and enjoy it yourself!

Contents:

- 2 Doz bars of assorted **Dagoba** Dark and Milk Organic Chocolate s Value: \$48 (\$2 ea. 2oz. bars)
- 1 Bottle of **Weisinger's** 2008 MERLOT— in the tradition of the Rogue Valley Merlot, this is truly a Cabernet lover's Merlot, showing notes of black cherry, currants, and plum with clove and vanilla on the finish. Value: \$26.00
- 1 Bottle of **Weisinger's** 2011 Viognier—with fresh scents of ripe apricots, white peaches, grapefruit, and citrus. Delicious, with good depth, complexity, and concentration of flavors. Value: \$20.00

Total Value of Basket:: \$94.00
(Starting bid \$25)

The SHRM Foundation's Mission is to advance global human capital knowledge and practice by providing thought leadership and educational support, and sponsoring, funding and driving the adoption of cutting edge, actionable, evidence-based research. The Foundation supports HR research, scholarships and educational resources for HR professionals.

Community Volunteers Needed

Hello HR Professionals — Ashland High School is seeking professionals in the community to volunteer as Interviewers for one or two hours on Tuesday, November 19th and/or Thursday, November 21st for Mock (College or Job) Interviews!

"I participated as an Interviewer last year, and can say without reservation that this is a worthwhile experience. I was pleasantly surprised at how well the students presented themselves." ~Patricia (Trish) Forde, SPHR, GPHR, HR Manager, The Hershey Company

The school will provide you with a list of interview questions to be asked of students.

Here is a link to a 2 minute video that you can watch to get a feel for the project:

<http://www.theroguenews.com/2013/11/special-edition-junior-interviews-broadcast/>

Here's the schedule:

Tuesday, November 19th - 9:30am to 10:30am

9:30am – Volunteer Training in the Commons (the building attached to the Theatre off Mountain Avenue)

9:45-10:00am - Interviews with 3 advisory classes

10:00-10:15am – Interviews with 3 advisory classes

Thursday, November 21st - 9:30am to 10:30am

9:30am – Volunteer Training in the Commons

9:45-10:00am - Interviews with 2 advisory classes

Please join us for this worthwhile endeavor! Contact Diane Matthew's AHS Volunteer Coordinator regarding your availability on one or both days. Email: diane@unitedwayofjacksoncounty.org Phone: 541-773-5339

Diane Matthews
Deputy Director/Resource Development

United Way
of Jackson County



OREGON MINIMUM WAGE



MINIMUM WAGE

\$9.10

per hour beginning January 1, 2014
through December 31, 2014

All employers must comply with state laws
regulating payment of minimum wage, overtime
and general working conditions.

General Working Conditions

Overtime: Unless exempt, employees must be paid time and one-half the regular rate of pay for any time worked over 40 hours a week.

Tips: Employers may not use tips as credit toward minimum wages owed to an employee.

Deductions: Employers may make deductions from wages that are required by law; authorized by a collective bargaining agreement; are for the fair market value of meals and lodging provided for the private benefit of the employee; are for the employee's benefit and are authorized in writing; or for an item in which the employer is not the ultimate recipient and the employee has voluntarily signed an authorization. An itemized statement of deductions made from wages must be provided with each paycheck.

Time and payroll records must be kept by employers for at least two years.

Regular paydays must be established and maintained. A pay period may not exceed 35 days.

Meal periods of not less than 30 minutes must be provided to non-exempt adult employees who work six or more hours in one work period. Ordinarily, employees are required to be relieved of all duties during the meal period. Under exceptional circumstances, however, the law allows an employee to perform duties during a meal period so long as they are paid. When that happens, the employer must pay the employee for the whole meal period.

Paid rest periods of at least 10 minutes for adults (15 minutes for minors) must be provided during each four-hour work period or major part of four hours worked. (There are narrow exceptions for adult employees working

alone in retail/service establishments.) Certain employers are required to provide additional rest periods to employees to express milk for a child. With the exception of certain tipped food and beverage service workers, meal and rest periods may not be waived or used to adjust working hours; however, meal and rest period provisions may be modified by the terms of a collective bargaining agreement.

Final paychecks: If an employee is fired, the final paycheck is due no later than the end of the first business day after the discharge. If an employee quits with 48 hours or more notice, wages are due the last working day (excluding Saturdays, Sundays and holidays). If an employee quits without at least 48 hours notice, wages are due in five days (excluding Saturdays, Sundays and holidays) or on the next payday, whichever occurs first. (There are some exceptions. Contact the nearest Bureau of Labor and Industries office for information.)

Employment of Minors

Employment certificates: Employers must have an Employment Certificate, validated by the Bureau of Labor and Industries, before they hire minors. An employer must post the validated certificate in a conspicuous place where all employees can readily see it.

Working Hours

For 14 and 15 year-olds:

When school is in session:

- Three hours per day on school days
- Eight hours per day on non-school days, 18 hours per week maximum
- Only between the hours of 7 AM and 7 PM
- Working is not allowed during school hours

When school is not in session:

- Eight hours per day
- 40 hours per week maximum
- From June 1 through Labor Day: 7 AM to 9 PM

For 16 and 17 year-olds:

- Any hours
- 44 hours per week maximum

Working Conditions

Meal periods: Special rules pertaining to meal periods apply to minors. Contact the Bureau of Labor and Industries for more information.

Paid rest periods of at least 15 minutes must be provided during each four hour segment (or major portion) of work time.

Hazardous/Prohibited Occupations: Minors may not be employed in dangerous occupations. Contact the Bureau of Labor and Industries for complete information.

Adequate work must be provided if the employer requires the minor to report to work. Adequate work means enough work (or compensation in lieu of work) to earn at least one half of the scheduled day's earnings.

Agricultural Employment: Special rules apply to minors working in agriculture. Contact the Bureau of Labor and Industries for more information.

BOLI

For Additional Information:

Call the nearest office of the Bureau of Labor and Industries.

Eugene.....541-686-7623
Portland.....971-673-0761
Salem.....503-378-3292

Technical Assistance 971-673-0824
www.oregon.gov/boli
TTY: 711

Or Write:

Bureau of Labor and Industries
Wage and Hour Division
800 NE Oregon #1045
Portland, Oregon 97232-2180

This is a summary of Oregon's laws relating to minimum wage, working conditions and the employment of minors. It is not a complete text of the law.

PENALTIES: Willful failure to pay wages due to an employee upon termination may be penalized by continuation of the employee's wages up to a maximum of 30 days.



Swanson Group Manufacturing
2695 Glendale Valley Road
Glendale, OR 97442

Karen Holt, SPHR – Human Resources Manager
(541) 832-1272 Karen.holt@swansongroup.biz

Human Resources Intern

The purpose of the 2013-2014 HR Internship is to cultivate new talent, grow new leaders, and increase Swanson Group's commitment to professional development. As part of the Swanson team, interns will be given an opportunity over the course of the summer, to contribute positively to the future growth of the company while increasing their own career potential by continuing to develop themselves professionally.

The 2013 Internship Program will start as soon as the candidate can be selected with an ending time to be determined. Interns must be available to work part-time (approximately 20 hours a week) Monday through Friday. Interns are responsible for their own housing and transportation. During this time, interns will be provided with a challenging, educational and rewarding experience that includes (but is not limited to): assisting in daily responsibilities of the HR department including working with our new HRIS. The Intern will work on department based projects, attend development workshops, and participating in company sponsored events.

Essential Duties and Responsibilities:

Assist HR team members and managers on projects to ensure initiatives and timelines are met.
Assist with various HR system clean-up projects (filing, data entry, audits, record keeping).
Assist with HRIS project by compiling and generating reports, statistics, timelines, tables, graphs, presentations as needed for team projects, creating, editing, or revising HR related correspondence.
Participate in team meetings and conference calls as well as project planning meetings.
Plan, coordinate, and implement special events.
Maintain confidentiality, accuracy, and organization at all times.
Job shadow HR professionals in various HR systems, competencies, training and administration.
Assist HRIS Team with analysis to determine competency gaps between HRIS users and user requirements: conduct research and make recommendations to address gaps.
Administrative support for all HR/Benefit functions to include (no limited to): filing, data entry, scanning, organizing, recording, cleaning, etc.).

Required Experience

- 3rd or 4th year college student currently enrolled at college/university in HR, Business, Communications, or equivalent coursework.
- Cumulative GPA of 3.0 or higher.
- Working towards Bachelor's degree or Master's in Human Resources, Organizational Development, Business, Communications, or related business field.
- Strong MS Word, Excel and PowerPoint skills.
- Strong internet research skills.
- Strong analytical and critical thinking skills.

Required Knowledge, Skills and Abilities

- Communicate clearly and concisely, both orally and in writing.
 - Strong interpersonal, organization, and time management skills.
 - Ability to multi-task in a fast paced environment and act with a sense of urgency.
 - Contribute positively to the organization, both individually and as part of a team.
 - Solid PC skills including knowledge of MS Office (Word, Excel, PowerPoint).
 - Must be able to maintain confidentiality of personal and/or medical information.
- Additional knowledge, skills and abilities may be required based on specific internship description.

Disclaimer

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job, which may vary, based on job location, department or the assignment. The actual essential duties, responsibilities and qualifications may vary by location, department, reporting structure or other business needs. No inference should be drawn that a specific job duty, responsibility or qualification is non-essential by its absence from this description.