

TAHRA
P.O. BOX 1656
TRAVERSE CITY, MI

**DATES AND
EVENTS TO
REMEMBER**

**MARCH 11,
2008**

LUNCHEON—
"WORK/LIFE
BALANCE WITH
ELDERCARE"
12:00 NOON—
2:00 PM WA-
TERFRONT
CONFERENCE
CENTER

APRIL 8, 2008

LUNCHEON-
"DIVERSITY
PROGRAM"
12:00 NOON—
2:00 PM WA-
TERFRONT
CONFERENCE
CENTER

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TAHRA

Traverse Area Human Resource Association

VOLUME 1, ISSUE 4

MARCH/APRIL 2008

The President's Corner

It is hard to believe that spring is right around the corner. The TAHRA year has been going by so fast... full of great programming and networking.

There has been a lot of work behind the scenes, too. Thanks to Carol Kasper, Chapter Secretary, who turned in the SHRM Chapter Achievement Plan (the "CAP") on time at the end of January. The CAP is a great way for our Chapter to benchmark ourselves against other chapters and to ensure we are functioning in an effective manner. The CAP is not a contest where TAHRA "wins" anything, but rather it is a score card to make certain TAHRA continues to grow and prosper.

Terrie Kopkau, VP Membership, has been working with a number of new individuals who are interested in joining TAHRA. We've enjoyed Terrie's creative idea to collect names of potential members through a drawing at the meetings. If you have additional names, Terrie is always willing to make contact with prospects.

The Stephen Covey committee (Paula Sagala, Laura Mitchell & Paul Hresko) have been working with the COG on the October program. TAHRA early registration forms should come out within the next few weeks. We are offering a unique opportunity for TAHRA members to bring a guest for free.



One of the continued challenges for the HR profession is to communicate our value and gain a "seat at the table." We are offering this great two-for-one offer for the Covey presentation to allow our members the opportunity to invite CEO's, CFO's, GM's, etc... And, to give you an opportunity to interact with that level of the organization that perhaps you might not have otherwise.

As surprising as the thought of spring may be... it is also surprising that it is time again to think about succession planning and the 2008/2009 Board of Directors. The new Board will assume the role in June. Though we have many great members that will continue on, there are some key positions that will be opening up. If you are interested in joining the Board (big role or small) please contact me or Janet Yankee, VP & President Elect.

Finally, I think it is important that we take a quick second to remind ourselves that this great organization is run by volunteers. Many hands do make light work; so when we have a number of people willing to step forward, no one feels unduly burdened. This spring, please think about the possibility of joining our volunteer team and also extend a big "thank you" to our current group of volunteers.

Sincerely,

Jennifer Ewing
President

Spring 2008 HRCI Study Group

Attention TAHRA members:

A certification study group will be starting soon to assist you in passing the certification exam for the PHR, SPHR, or GPHR. If you would like to find out more about joining the study group, or for more information about how you can become certified through the HRCI Certification program, contact Bill Morrison at 932-9650 or email bmorrison@cproducts.net.

The spring testing window is listed below:

PHR and SPHR: 5-01-08 thru 6-30-08
GPHR: 5-01-08 thru 5-31-08

Application deadlines for all levels:

Regular deadline: 3-14-08
Late deadline: 4-18-08



If finances are a concern, there may be some options to help defray the costs of certification. The SHRM Foundation offers scholarships each year for SHRM members that qualify. In addition, TAHRA offers members a scholarship to seek certification. I would be glad to answer any questions that you might have about the certification process.

- Bill Morrison
 HRCI Certification Rep

Welcome New TAHRA Members

Joseph Rautio
 Vice President & Operations Manager
 Research North, Inc.

Katie Corona
 Professional Development Consultant
 Fifth Third Bank

Betsy Rees
 Human Resource Manager
 Northwest Michigan Human Services
 Agency



LEGISLATIVE UPDATE

[Leave for Military Family Members](#)

On Monday, January 28, 2008 the President signed into law the first expansion of the Family and Medical Leave Act (FMLA). Under this new law, FMLA-eligible employees will now be entitled to the following:

[Family Leave Due to a Call to Active Duty](#)

This benefit provides 12 weeks of FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any “qualifying exigency” arising out of the service member’s current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

[Caregiver Leave for an Injured Service Member](#)

This benefits provides 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member’s office, grade, rank or rating.

If your organization is covered by FMLA, you must display posters in your workforce informing your employees of their rights under this law. FMLA posters covering the original law and an addendum for the new qualifying reason can be found on the Department of Labor’s website at <http://www.dol.gov/esa/regs/compliance/posters/fmla.htm>

Chris Davis
Legislative Chairperson



Inspirational Leadership—Five Tips to Help Your Workforce Thrive

Leadership comes in many forms in the workplace. Some are leaders based on positions of authority or tenure. Others have become leaders because people turn to them for guidance, advice or support. Still others are assigned to lead a project, team or initiative. Each of these types of leaders has an important role in the workplace. Whatever category you fall into, these five tips can help you go beyond ordinary leadership and help you become an inspirational leader.



1) Exemplify respect. Without respect, it's hard to find people who are willing to follow you or execute your vision. And, according to a recent report by *Career Journal*, one thing that workers want most is to be respected by organizational leadership. Respect your team by communicating openly, asking for input, giving feedback on projects and tasks, and treating each team member with dignity. Treating everyone you lead with respect will inspire them to do the same.

2) Adapt your style. Not everyone you lead will use the same work style. Some people focus on getting things done, while others focus on how things are done. Some make getting along with everyone their priority, while others focus on being appreciated for their work. In order to be an effective leader, you must adapt your leadership style to the person you're working with. Learning what matters to each member of your team will enable you to better motivate, encourage and lead them to success, whatever your vision or goal.

3) Build teams. Although each workplace is made up of a diverse group of people with different values and work styles, great leaders know how to harness the power of this diversity to create cohesive, effective teams. Instead of focusing on making everyone operate your way, tap into the strengths of each team member. Realize that each person has a unique perspective and a valuable contribution to make. Delegate roles and responsibilities to each team member based on their strengths. Act as the facilitator for communication and collaboration. When you build teams in the workplace, your organization becomes stronger and your leadership more effective.

4) Develop leaders. Instead of standing alone in ivory towers, inspirational leaders develop and mentor others to become great leaders. You can make a lasting impact wherever you go if you develop the leadership potential in those you lead. As Ken Blanchard put it in his leadership book *The Secret*, "The ability to develop capable successors is a hallmark of great leaders." Develop leaders by mentoring star employees, delegating important projects to capable workers, and offering training and development opportunities to promising leaders.

5) Enable dreams. Truly great leaders go beyond the norm and help people achieve their dreams. To do this, you must first discover the dreams of your employees. The next step is to help them understand what they can do to ensure these dreams come true. And, the final step is to use your relationships, resources and knowledge to help them achieve those dreams. Enabling dreams is a big commitment, and it often seems risky. After all, enabling the dreams of employees may mean they will leave your organization. But, as Matthew Kelly describes in his book *The Dream Manager*, it can also create a type of loyalty rarely seen in the workplace these days.

Whatever type of leader you are, you have an important role – whether it's in motivating people, getting things done, or both. Using these tips can help you become a leader who does more than just equip people to get a job done. They can help you become a leader who inspires others toward personal success and along the way creates a stronger, more engaged workforce.

More News on HRCI Credit

Sometimes even the “best laid plans of mice and men often go awry” (Robert Burns). So it is with our latest attempt of including the authorized Human Resource Certification Institute (HRCI) Program ID number with our email notices and our plan to include it on the members only section of our website. In preparing for the website posting we reviewed the requirements of the HRCI and discovered that the Institute is specific in instructing us **not** to use the program ID in any marketing material or our website.

TAHRA recognizes the importance of HRCI recertification education. As your program co-chairs Rita and I have worked hard to evaluate the content of the programs to ensure they will help develop the HR professional and contribute to the attendee's HR knowledge. In order for a program to be awarded credit, it must directly tie to the PHR/SPHR or GPHR body of knowledge. “It is strongly recommended that submissions are tied to the specific area of the body of knowledge to which the learning objectives relate”. For those unfamiliar with the ‘body of knowledge’ here is a short explanation.

1. STRATEGIC MANAGEMENT (Developing, contributing to, and supporting the organization's mission, strategic goals, and objectives; formulating policies; organizational effectiveness)
2. WORKFORCE PLANNING AND EMPLOYMENT (from recruiting to orientation, succession planning, etc.)
3. HUMAN RESOURCE DEVELOPMENT (ensure that the knowledge, skills, abilities, and performance of the workforce meet current and future organizational and individual needs)
4. TOTAL REWARDS (compensation, benefits, etc)
5. EMPLOYEE AND LABOR RELATIONS (balancing employer and employee needs to meet the goals and objectives of the organization)
6. RISK MANAGEMENT (to protect the company from liabilities and to create a safe working environment)

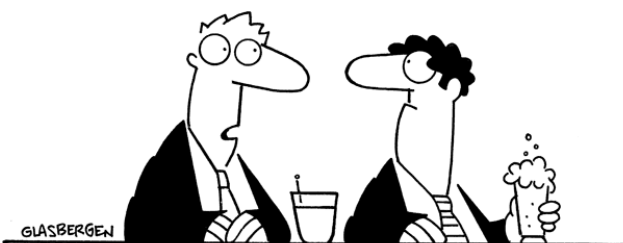
Going forward, when a program has been approved for accreditation toward PHR, SPHR or GPHR recertification through the Human Resource Certification Institute (HRCI), the program ID number will be communicated to individuals attending the program and it will be posted at the registration table.

For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org

Please feel free to contact me if you have any questions.

Karyn Oncu PHR
Program Co-Chair

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Life can only be understood by looking backward, but it must be lived by looking forward.

“While I was thinking outside of the box, someone changed the password and now I can’t get back in!”

THE GAME OF JEOPARDY – FMLA STYLE

The Family and Medical Leave Act, or FMLA, is a federal law that covers any employer employing 50 or more employees within a 75-mile radius a minimum of 20 weeks in the current or preceding year. To be eligible, an employee with a qualifying reason must work for you at least 12 months and have at least 1,250 hours in the 12 months before the leave starts. The employee is entitled to 12 weeks of unpaid leave during a 12-month period, continued health benefits, a return to the same or equivalent position with the same pay, benefits, and work conditions, and no retaliation upon return for taking leave. Sounds simple, right?

As HR professionals, we know that administering FMLA leave is anything but simple. At the 2007 SHRM Annual Conference, Louis R. Lessig, Esquire of Brown & Connery, LLP addressed FMLA issues that can indeed make this regulation a “Game of Jeopardy” in the workplace.

The law itself is extremely complex and takes a lot of studying, so I won’t try to educate you in this short article. Following are just a few points that Mr. Lessig made that an employer needs to watch for when administering FMLA leave for employees.

- The 1,250 hours to qualify must be work hours. Determine a way to count work hours separate from time not worked like sick or vacation hours.
- The 12-month period must be set up by the employer and applied to all employees the same. The period must be in writing, and if you change it, you should have a 60-day written notice to employees. Periods can be calendar year, anniversary year, forward from the first day of leave or backwards from the request for leave. Determine what works best for your organization and publish it in policies and handbooks.
- The 12-month period can be triggered by the placement of a child for foster care in an employee’s home. If the child is subsequently adopted, this does not trigger a new 12-month period.
- Care for a child as a reason for leave covers children 18 and under. However, it can be expanded to children over that age if the child is limited in one or more major life activities as defined by the Americans with Disabilities Act (ADA). Examine each request carefully.
- Reduced leave is limited by the employer’s payroll system. The employer can determine how small an increment can be taken. If you pay time in 15 minute increments, this can be the smallest amount of time an employee can use for FMLA.
- An employer can require a medical recertification every 30 days, or earlier if the original certification covers a shorter period of time. Monitor your certifications carefully.
- Benefits and compensation issues can be tricky during an FMLA leave, including the following
 - FMLA is not considered a break in service for pensions
 - You cannot penalize an employee on FMLA if eligible for a bonus
 - If all employees receive a raise, you must also give it to employees on FMLA
 - Seniority does not accrue during FMLA
 - Continuing miscellaneous benefits such as LTD and life insurance is not required, but the practice must be applied uniformly to employees on FMLA
- In general, HIPAA does not apply to medical information related to an FMLA leave. Like all medical information, FMLA certifications should be filed separate from the employee’s general personnel file.

The Family and Medical Leave Act is a complicated law. In order to protect your employer, you need to keep up-to-date on recent court decisions that may affect your decisions dealing with this leave. It really is, a Game of Jeopardy.

Source: Session at the SHRM 2007 59th Annual Conference & Exposition presented by Louis R. Lessig, Esquire, Brown & Connery, LLP

Submitted by: Carol Kasper, TAHRA Secretary

TAHRA
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2007-2008 TAHRA Leadership Board

Newsletter Articles

The TAHRA Newsletter is a bi-monthly publication. Members interested in submitting articles for the newsletter or for press releases should contact Laura Mitchell at lamitchell@waynewire.com. Deadlines for submission are the 10th day of the month. TAHRA encourages its members to submit articles, information, or successes they've had that they feel others may find interesting. TAHRA reserves the right to alter submissions for space purposes. If you would like to be removed from the newsletter



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Workforce Readiness	Barb Howard
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Marketing and PR Chair	Laura Mitchell
SHRM Foundation Director	Julijana Love, PHR
Student Chapter Liaison	Lori Hodek, PHR



TAHRA GOLF OUTING

The Traverse Area Human Resource Association (TAHRA) will be holding a fundraiser golf outing on Sunday, June 1, 2008 to benefit the Society for Human Resource Management (SHRM) Foundation and TAHRA.

The SHRM Foundation is a not-for-profit organization that operates as the research and development arm of the HR profession. The foundation advances the profession and enhances the knowledge of competency of human resource professionals through its funding of research, publications, and education programs. The work of the SHRM Foundation is supported by tax deductible contributions made by individuals, companies, and organizations.

Here's how TAHRA members and others can help:

1. Please consider contributing an item or cash to the fundraiser for prizes. Items can be donated by you, your employer, friend, business or all. Some items to consider are gift baskets, gift certificates, wine or food items, etc.
2. You may also consider sponsoring a hole for \$100.

Prize contributors and hole sponsors will be recognized in event materials and in a news article following the event.

Please mark your calendar now and plan to attend the golf outing on **Sunday, June 1, 2008**. The event will begin at 1:00 p.m. with registration and practice, and dinner and awards will conclude at approximately 5:00 p.m. The event will be held at the Crown Golf Course on West Silver Lake Road in Traverse City. You are encouraged to bring a friend or colleague. No need to worry if you aren't a golf professional or have never played before, the game will be designed for all levels of players. The event will be a 9-hole scramble.

If there are any questions or you can donate a prize or sponsor a hole, give Chris Davis (933-1711) or Lori Kerlin (645-0169) a call.

The 2007 golf outing was a great success. Where else can you get 9 holes of golf, a great dinner and a good prize for only \$40?