



West Sound Human Resource Management Association

West Sound Happenings

March 2005

Save The Date

April 13, 2005

Tips you can use:

Writing Effective Policies and Procedures

Presented By:
Jordon Peabody

See inside for Details!

May 13, 2005

Spring Conference

Hot Management

And More!

See Inside for Details!

Please continue to check our website at www.wshrma.org for updated information on the above events.



SHRM®
SUPERIOR MERIT AWARD
2003 CHAPTER

WSHRMA March Luncheon

Facing the Tiger: Turning Conflict into Positive Change

Presented by: **John Scherer**

Scherer Leadership Center, Seattle, WA

March 9, 2005— Red Lion Silverdale Hotel



When people want conflict management, what they are usually saying, "Just make it go away." Conflicts can on occasion be resolved, but in the resolution the lesson they were bringing may be lost. John takes the approach that conflict should instead be utilized, turning opposing positions into a learning experience for those involved--and for the organization. This takes clarity of purpose, commitment to discovery, a

spirit of inquiry, and the courage to put into practice a handful of fundamental principles. In his workshop, John will show you how to identify and work with seemingly unresolved situations, why and how to face the tiger, and his new model, The Three Worlds, which will help you understand and learn from virtually any conflict at home or at work. John has taught these principles to leaders from GTE, Boeing, Marriott, Weyerhaeuser, The Ports of Tacoma and Seattle, Seattle Center, REI, Safeco and many others around the world.

RSVP by March 4, 2005

Date: March 9, 2005

Time: 11:45 am—1:30 pm

Place: Red Lion Silverdale Hotel

Price: \$15.00 Member*

\$25.00 Non-Members*

RSVP: wshrma@artanderson.com
360-479-5600 x2265

*Add \$10 with no reservation. Cancellations must be received at least 2 days prior to receive refund.



RED LION SILVERDALE HOTEL

3073 NW Bucklin Hill Road
Silverdale, WA 98383

360-337-8800



Become A Member

Are you interested in a SHRM Membership or transferring your membership to our chapter? Please give Sharlene Harrigan, VP of Membership a call with any questions. 360-478-2366 or e-mail at sharlene@pchsweb.org

AFFILIATE OF



Job Bank

Please check out our website at www.wshrma.org for current job openings. If you would like to advertise an open HR position in the WSHRMA job bank, please contact Debbie Laudenslager at 360-415-6533 or e-mail to dlaudenslager@kpshealthplan.com

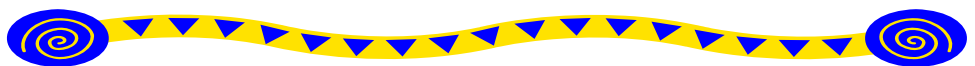
FMLA UPDATE—TECHNICAL CORRECTIONS TO REGULATIONS DEADLINE—FROM SHRM INSIDER FEB. 2005

Regulations to clarify issues raised in the Supreme Court decision in *Ragsdale v. Wolverine Worldwide Inc.* (535 U.S. 81, 7 WH Cases 1153 2002) were listed on the U.S. Department of Labor's semi-annual regulatory agenda in December 2004. Since the 2002 decision several courts of appeal have invalidated other sections of the FMLA regulations as well. SHRM continues to underscore to the DOL and Congress that a need exists for clarification of the *Ragsdale* decision and the definitions of "serious health condition" and "intermittent leave." We anticipate that proposed regulations by DOL could be published in the *Federal Register* as early as March 2005.

To that end, it is important that members of Congress hear from human resource professionals who support technical corrections; it is important to make the case prior to the issuance of regulations so that there is an awareness regarding the many challenges that HR professionals currently have with the administration of FMLA. A grassroots alert was sent through HRVoice on January 27th, today more than 3,000 SHRM members have written to Congress since that time. SHRM appreciates the response from the membership on this important issue. If you haven't written your letter, you may still do so by following these directions:

1. Log onto SHRM Online and go to the HRVoice homepage.
2. Sign in using your member number and last name
3. Click on the "Governmental Affairs" tab on the left side of your screen.
4. Chose the "HRVoice" option under the tab.
5. Click on "Write Your Elected Officials!"
6. Click on "Medical Leave Clarifications to the FMLA" below the "Take Immediate Action on These Hot Issues" bar.

Personalize Your Letter: SHRM members can click inside the body of the SAMPLE letter (provided on the HRVoice website) and insert their personal FMLA anecdote(s).



HRCI STUDY GROUP



The WSHRMA study group for the Human Resource Certification Exam. May is meeting every Thursday at 6 p.m. at Olympic College in room Business 200 (except 2/24 and 3/17).

You may access detailed information on the HRCI exams, including cost, application process, registration deadlines, and other valuable information by visiting the website www.shrm.org/hrci. You must be a SHRM member to be eligible to participate in the WSHRMA study group.

If you are interested in joining the group contact Cynthia Crisp at 360-475-7306 or e-mail at Ccrisp@oc.ctc.edu.



WRITING EFFECTIVE POLICIES AND PROCEDURES

Presented by: John Peabody, Founder, Peabody Communications, Lacey, WA
April 9, 2005

Do your employees understand your company's policies and procedures? Are your policies clear for managers trying to implement them? Learn some basic facts that are important to understand about those individuals reading your policies. Learn writing techniques and methods that will get your policies read and understood. Peabody's methods presented in this course on Writing Policies and Procedures are considered the "preferred" formula for state agencies throughout the Pacific Northwest. In addition, several organizations, including Washington State Department of Health and the Tacoma Police Department have hired Peabody Communications as a project lead for revising and reformatting outdated policy manuals. You will discover how to: distinguish between policies, procedures, and tasks; avoid the most common manual writing pitfalls; use east-to-read and easy-to-understand formats for all three types of written direction; decide when to write and what to write about and last but not least—encourage staff to actually use. Reserve your space in advance by contacting Deanne Hull at wshrma@artanderson.com or call 360-479-5600 x2265. Cost is \$15 for members and \$25 for non-members. our manual! Come join us for this hands on workshop and bring back tools that you can use immediately!

**MARK YOUR
CALENDAR!**



WSHRMA SPRING CONFERENCE

SILVERDALE RED LION HOTEL
FRIDAY, MAY 13, 2005
FULL DAY CONFERENCE

JOIN US.....Learn how to use HOT and FAST management techniques and more!

“HOT” (Hands-On Transactional) and FAST (fast, accurate, specific and timely feedback) managers transform work pressures into sky-high performance and job satisfaction — for their teams and themselves. How do they do it?

Join Us to Learn How To:

- Gain greater control of your time, by spurring greater productivity from your staff.
- Use simple personal insights to support and motivate employees.
- Strike a healthier balance between your job tasks and your supervisory responsibilities.
- Turn routine communication into extraordinary management success.
- Deal with performance problems so you create a culture of accountability.
- Keep underachievers from sabotaging team performance.
- Reward employees with performance-driven incentives.

PLUS ... you'll have the chance to ask your own specific questions.

Presented by Carolyn A. Martin, Ph.D., Dean of Faculty for RainmakerThinking, Inc. and world class keynote speaker, master trainer and author who has appeared on CNBC and whose clients have included US Bank, Providence Healthcare System, Starbucks and SHRM.

CHECK OUR WEBSITE FOR UPDATES ON THE CONFERENCE. (www.wshrma.org)

INTERESTED IN VOLUNTEERING

YOUR SERVICES TO HELP ON WSHRMA PROJECTS?

Contact any Board Member (see page 6 for contact information)
if you are interested in volunteering your services to assist
with membership activities, solicit vendors for the spring conference,
or to help on other projects that may interest you.



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MONTHLY FEDERAL LEGISLATIVE UPDATE—THE INSIDER— FEBRUARY 2005

Senate Legislation Introduced to Amend New White Collar Rules

Thirteen Senate democrats introduced S. 14 the Fair Wage, Competition, and Investment Act of 2005. Led by Senator Debbie Stabenow (D-MI) the legislation would provide fair wages for America's workers, create new jobs through investment in America, and provide for fair trade and competitiveness. If enacted, the legislation would make the following changes to current law:

Application of Federal Overtime Regulations

Fair Labor Standards Act (FLSA) regulations to require employers and HR professionals when making exempt non-exempt determinations to consider both the current regulations and those that were in effect on March 31, 2003. The employer would then be required to follow the regulation that is more generous to the employee.

Increase on Minimum Salary Level

S. 14 increases the minimum salary level for executive, administrative, and managerial occupations to \$591 per week or \$30,732 annually, an amount equal to the increase in the Employment Cost Index between 1975 and 2005. Finally, the legislation directs the Secretary of Labor to increase the minimum salary level by December 31 of each subsequent year, following the Employment Cost Index for the year involved.

Increase in the Minimum Wage

S. 14 provides a two year increase to the federal minimum wage. The first increase would take effect 60 days after enactment to \$5.85 an hour. The second increase would take effect 12 months after the 60th day to \$6.55 and hour. The third increase would take effect after 24 months after the 60th day to \$7.25 an hour.

Webcast

HIPAA Privacy Rules

Presenter: Serena Simons, Esq.

Date: Feb. 22, 2005, 2 p.m. ET; 11 a.m. PST

Register at
SHRM.org



Free to
Members

The first compliance deadline for the new Security Rule provision of the Health Insurance Portability and Accountability Act (HIPAA) is April 20, 2005. Attorney Serena Simons reviews administrative, physical and technical safeguards employers need to take to protect the electronic health information they receive.

Serena G. Simons has practiced in the area of employee benefits for more than 15 years. She regularly advises employers on such matters as plan design and compliance with the statutory and regulatory regimes that affect benefits plans including the Internal Revenue Code, ERISA and COBRA. She is a co-author of the HIPAA Privacy Workbook for Group Health Plans, and a frequent speaker on employee benefits issues including "defined contribution" health plans.

Washington State Legislative Update February 2005

Approximately 200 bills have been introduced on healthcare alone! Healthcare which represents approximately 35% of the state's budget is one of the top issues being debated in Olympia this session. Paid leave, wage and hour issues and discrimination expansion also top the list of issues to watch. The following is a summary of some bills to keep your eye on this session:

Paid Leave (SB 5069/HB 1173): In its current form, this bill calls for a \$.02 tax per hour per employee with half paid by the employee. Employees are eligible to receive this benefit after working 680 hours in a base year (not necessarily with a single employer). This benefit allows for up to 5 weeks of paid leave (\$250 per week max) to allow parents to bond with a newborn or newly placed child, and workers to care for seriously ill family members or recover from their own serious health condition. There are also return to work provisions with this bill.

Wage & Hour (SB 5240/HB 1311): This bill would impose civil penalties on an employer found in violation of wage and hour laws. While there are certainly some blatant violators, this bill would lump all employers into this category and makes no allowance for honest error.

Discrimination Expansion (HB 1515): This bill would add sexual orientation to the list of protected classes protected against discrimination.

Regardless of your viewpoint on this topic, the concern is around the definition of some of the language in the bill. In its current form, the protection includes "gender expression" which leaves a lot of room for interpretation. It also includes creed which it defines as "any sincerely and deeply held personal belief." Again, this creates all kinds of room for interpretation which typically gets done in court. This bill has a great likelihood of passing.

"Pay or Play" Healthcare (SB 5637/HB 1702): This bill applies to any employer of more than 50 employees and requires that you either provide proof of insurance coverage for any employee working for you 86 hours or more per month. If you do not provide insurance coverage for said

employee, you will be charged 85% of the cost of the Basic Health Plan (provided by Washington State). This bill is a high priority for Democrats this session. The rumor mill is that if it doesn't pass this session, organized labor will use this session as a testing

Mental Health Parity (HB 1154): This bill mandates that insurance plans cover all mental disorders listed in the DSM-4 (including job dissatisfaction!). While none of us is against mental health, this bill is far too expansive and costly. Conservative estimates are that it will add 4 to 10 percent to the cost of premiums. This bill has a high likelihood of passing. It has already sailed through the House (67-25) and is now headed for the Senate.

A couple of other issues to keep tabs on include unemployment insurance and workplace bullying. As you know, reforms were passed on unemployment insurance that have been phased in over the past couple of years. Speaker of the House, Frank Chopp (D) has declared it a priority of House Democrats to turn back those reforms. Our position on this issue is to allow the reforms time to work first before making any changes. Regarding "workplace bullying", the bill was just introduced last week and would create a definition of "workplace bullying" that includes repeated verbal abuse, as well as the undermining of an employee's work performance. This bill would "encourage employers to voluntarily enact policies to eliminate workplace bullying and conduct further study regarding the impact of bullying in the workplace." While the bill isn't likely to pass, it sets a dangerous precedent. Stay tuned!

What Can You Do?

- **Stay informed.** There are several websites that allow you to track the progress of bills and read them in their entirety. One site is: www.washingtonvotes.org.
- **Speak up.** Let your legislator know your opinion on the issues. Letter writing is a good first step. Personal contact is even more powerful.
- **Stay on message.** You have a unique opportunity as an HR professional to speak on behalf of your employer and the employees who will be affected. Keep your message focused on what this means for job creation and the employees in your company.

West Sound Human Resource
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Check out our
website at
www.wshrma.org

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