



Blackhawk Human Resource Association

September 2004
Newsletter



Serve the Professional, Advance the Profession



In this issue:

- Letter from the President
- Upcoming Program Information
- 2004 Wisconsin SHRM Conference Info
- Important Legislative Update
- Updated BHRA Board Member Directory
- And Much More!

Message from the President

Happy New Year! As we head into fall and the start of school, Blackhawk Human Resource Association starts a new year of programming and activities. We are very excited about the programming schedule for this year and look forward to seeing everyone. There are some new events being planned to provide more networking opportunities for members to get to know each other. There will be more information announced on the details of this activity in the very near future. I encourage all Association members to get involved and meet other HR Professionals.

For 2004-2005, we welcome three new Board members – Theresa Carroll, Crona Kampii and Amy Parkhurst. We look forward to their dedication and contribution to the Association. Please feel free to call upon any of the Board members or myself if you have any questions or have any suggestions. You can visit our website – www.bhraonline.org for information on activities, programs or contact information for members.

By now each of you should have received the information to register for Association membership in 2004-2005. I apologize for the delay in receiving this information and ask that you respond as soon as possible so we can finalize the budget for 2004-2005 and publish the membership directory for your use. Members that submit their registration by **September 6th** will be eligible for the drawing of a WI SHRM State Conference Registration! If you need more information, please contact Crona Kampii at Crona.Kampii@na.manpower.com or by phone at (608) 754-8148.

I look forward to seeing everyone at first meeting of the year on September 14th!

Brian Gohlke

MEETING SCHEDULE FOR BHRA 2004/2005 SEASON

DATE	TIME	LOCATION	SPEAKER	TOPIC
Sept 14th	Breakfast	Beloit County Club	Troy Thompson, Axley-Brynelson, LLP	FLSA Update
Oct 12th	Lunch	Janesville TBD	Tom Osterholz, TRICOR Insurance & Financial Services	Return to Work
Nov 11th	Dinner	Best Events	Michael Maciekowich, Astron Solutions	Performance Management
Jan 11th	Dinner	Butterfly Club	Mary Jo Villa/ Senior HR Members	HR Role Models
Feb 8th	Dinner	Alfresco	TBD	HR Games
March 11th	Breakfast	Holiday Inn Express	Legislators	Legislative Update
April 12th	Lunch	Rock Co. Job Center	Ed Wood, SPHR	HR for Supervisors/Managers
May 10th	Dinner	Dominico's	Milton Perkins, MHRM, SPHR	The Value of Human Capital: Understanding Cultural Nuances

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We're on the Web!
www.bhraonline.org

Wisconsin SHRM
www.wishrm.org

National SHRM
www.shrm.org

HR Certification
Institute
www.hrci.org

HR Voice
<http://www.shrm.org/government/hrvoice>

BHRA September Meeting



This program has been approved for 1 recertification credit hour toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org.

Join us on **Tuesday, September 14th** for the first meeting of this programming year! This will be a breakfast meeting at the Beloit Country Club, 2327 S. Riverside Drive, Beloit. Sign-in begins at 7:30 with breakfast and the presentation to follow. Please register in advance by signing up online at www.bhraonline.org.

Troy Thompson, a management attorney with the law firm of Axley Brynelson, LLP, in Madison, Wisconsin, will be presenting information on the new FLSA/Fair Pay Regulations. He will update us on the changes, basics of compliance, as well as answer any questions that you may have about the new regs.

Troy represents the interests of management in wage and hour proceedings before state and federal courts and administrative agencies. He has been a frequent speaker on wage and hour compliance issues under the Fair Labor Standards Act, and now, the new "Fair Pay" regulations.

Troy and the other attorneys in his firm's Labor and Employment Practice Group are the authors of the *Wisconsin Employment Law Letter* circulated to more than 4,000 Wisconsin employers each month.

Troy is a member of the Labor and Employment Section of the State Bar of Wisconsin, the Dane County Bar Association, the Society for Human Resource Management, the Wisconsin Association of Workers Compensation Attorneys, and the Wisconsin Assisted Living Association. He is also a board member of, and pro bono legal counsel for, the Wisconsin Junior Chamber of Commerce.

However, he states he is most proud to be the father of his two little daughters.

BOARD OF DIRECTORS, 2004-2005

President:	Brian Gohlke, Director of HR, Blackhawk Technical College
President-Elect:	Jackie Swanson, HR Generalist, Scot Forge Co.
Vice President:	Jennifer Anderson, HR Assistant, Freedom Plastics
Past President:	Jennifer Revels, HR Manager, Bliss Communication
Secretary:	Amy Parkhurst, HR Freedom Plastics
Treasurer:	Heather Niles, HR Manager, Mercy Health System

New BHRA Board Member!

Name: Crona Kamppi

Company: Manpower Staffing Services

Position/title: Business Development Manager

Education : I completed school at the Presentation Convent School for girls in Waterford, Ireland. I attended Waterford Regional Technical College where I obtained my degree in Business Studies and a diploma in Art. I attended the McNamara private commercial college in Dublin, Ireland where I gained several certifications in typing, word processing, administration and communications skills. I also have several certifications in Interviewing, Coaching, office Management (European and US), Hiring and Firing Techniques, Presentation Skills, Business Communication skills (US), Human Resources Concepts (US), Written English (US) and Sales Techniques through working in the staffing industry both in Europe and the US for approximately 9 years now, mainly as a recruitment Consultant and Business Development Manager.

My main Job responsibilities are Identifying, prospecting, and securing business opportunities for my specific geographic area. Developing and implementing sales strategies for new, active and inactive accounts. I also develop account sales plans. I conduct prospect, active and inactive account sales calls. I also function as a lead and primary sales resource on identified target accounts and provide sales expertise to enhance sales efforts. I work closely with the recruiting team to identify types of business the team is most likely to fill successfully in our Clerical, Industrial and Professional divisions.

Other Job History: Before moving into the staffing industry I worked for Bank of Ireland as a cashier (teller) for approximately two years and gained the TBA Certification.

What I Like about BHRA:

The Networking and the opportunity to enhance Professional development growth through attending the seminars. Plus the opportunity to be part of a nationally affiliated professional organization involved in community projects.

Personal information:

How I spend my leisure time: hobbies, sports, and community activities. I love to travel. I enjoy sketching, reading, writing poetry and socializing.

Foundation Article

Your Foundation at Work: School-to-Work Matching Grants

Did you know? The **SHRM Foundation** funds up to \$10,000 per year in Education Matching Grants to SHRM chapters. Each year, matching grants of \$1,000 to \$2,500 per chapter are available to support chapter school-to-work initiatives. School-to-work programs offer chapter members the opportunity to do something for their communities, and to help develop the skilled workforce they'll need in the future. Business partnerships with students, teachers, schools and school districts are essential to overcome the deficiency in basic skills that often exists. Through these programs, students develop workforce readiness skills, gain work experience, and learn about career opportunities. To learn more about the matching grant program, please visit www.shrm.org/foundation.

The SHRM Foundation: *Investing in Your Future as an HR Leader*

BHRA LEGISLATIVE UPDATE

Fair Labor Standards Act (FLSA) Compliance Guidance

As you may know, the new Federal FLSA Regulations were adopted by the U.S. Department of Labor on Monday, August 23. Although they may have passed, *Wisconsin employers are required to follow the regulation that is more beneficial to the worker.* In most instances, the Wisconsin rule is more beneficial to the worker. Use the charts below for a comparison of Federal to Wisconsin Rule (*from U.S. Department of Labor*): Specific questions can be directed to the Madison DOL office at (608) 266-6861.

Executive Exemption

State Rule	Federal Rule	Most Stringent
Monthly Salary of \$700	Weekly Salary of \$455	Federal Rule
Primary duty of the management Of the enterprise or a recognized Department or subdivision	Primary duty of the Management of the Enterprise or a recognized department Or subdivision. In some instances the federal rule would allow someone whose principal duty was the management of the enterprise even though the person might not be primarily engaged as a manager or supervisor.	State Rule
Customarily and regularly directs the work of two or more other employees	Customarily and regularly directs the work of two or more other employees	Same
Has authority to hire/fire other employees (or offer recommendations as to fire, hire, promote or other change of status of other employees are given particular weight).	Customarily and regularly directs the work of two or more other employees	Same
Customarily and regularly exercises discretionary powers.	Customarily and regularly exercises discretionary powers.	Same
Does not devote more than 20% (40% in retail or service establishments) of work time to activities that are not directly and closely related to exempt work.	Usually the position spends more than 50% of work time on exempt work but in some positions the exempt work may be their principal or most important duties but not account for 50% of their work time.	Same

Administrative Employees

State Rule	Federal Rule	Most Stringent
Monthly salary of \$700	Weekly salary of \$455	Federal Rule
Primary duty of performing office or non-manual work directly related to management policies or general business operations of the employer or of the employer's customers.	Primary duty of performing office or non-manual work directly related to management policies or general business operations of the employer or of the employer's customers.	Same
Customarily and regularly exercises discretion and independent judgment.	Customarily and regularly exercises discretion and independent judgment.	Same
Regularly and directly assists a proprietor, or exempt executive or exempt administrative employee. OR Performs work along specialized or technical lines requiring special knowledge under only general supervision. OR Executes special assignments under only general supervision.		Same
Does not devote more than 20% (40% in retail or service establishments) of time to activities that are not directly and closely related exempt work.	With most positions will devote no more than 50% of time to activities not directly and closely related to the above duties. In some positions, however, the individual may spend more than 50% of their work time on other duties but their principal or most important duties will be those listed above.	State Rule

Learned Professional Employee

State Rule	Federal Rule	Most Stringent
Monthly Salary of \$750	Weekly Salary of \$455	Federal rule
Primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study.	Primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study but which also may be acquired by alternative means such as an equivalent combination of intellectual instruction and work experience.	State rule
Consistently exercises discretion and judgment.	Includes work that requires the exercise of discretion and independent judgment.	State rule
Performs work that is predominantly intellectual and varied in character that the output produced or result accomplished cannot be standardized in relation to a given period of time.		State rule
Does not devote more than 20% of time to activities that are not an essential part of and necessarily incident to exempt work.		State rule

Computer Employees

State Rule	Federal Rule	Most Stringent
Monthly salary of \$750 or hourly rate of \$27.63 or higher	Weekly salary of \$455 or paid \$27.63 or higher per hour	Federal Rule
Primary duty of performing work requiring theoretical and practical application of high-specialized knowledge in computer systems analysis, programming and software engineering.	Primary duty of: <ul style="list-style-type: none"> a. Application of systems, analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional applications, OR b. Design, development, documentation, analysis, creation, testing, or modification of computer systems or programs including prototypes, bases on and related to user or system design, OR c. Design, documentation, testing, creation or modification of computer programs related to machine operating systems, OR d. A combination of the duties described in a, b and c, the performance of which requires the same level of skills. 	Federal Rule
Employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer software field.	Employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled workers in the computer field.	Same
Consistently exercises discretion and judgment.		State Rule
Performs work that is predominantly intellectual and varied in character and is of such character that the output produced or result accomplished cannot be standardized in relation to a given period of time.		State Rule
Does not spend more than 20% of time to activities that are not directly and closely related to exempt work.		State Rule

Creative Professional Employee

<u>State Rule</u>	<u>Federal Rule</u>	<u>Most Stringent</u>
Monthly Salary of \$750	Weekly Salary of \$455	Federal Rule
Primary duty of performing work that is original and creative in character and in recognized field of artistic endeavor, and the result of which depends primarily on the invention, imagination or talent of the employee.	Primary duty of performing work requiring invention, imaginations, originality or talent in a recognized field of artistic or creative endeavor.	Same
Consistently exercises discretion and judgment.		State Rule
Performs work that is predominantly intellectual and varied in character and is of such character that the output produced or result accomplished cannot be standardized in relation to a given period of time.		State Rule
Does not devote more than 20% of time to activities that are not directly and closely related to exempt work.		State Rule

Outside Salesperson

<u>State Rule</u>	<u>Federal Rule</u>	<u>Most Stringent</u>
Employed for the purpose of and customarily and regularly engaged away from the employers place of business in making sales, or in obtaining orders or contracts for services for the use of facilities for which a consideration will be paid by the client or customer.	Primary duty of making sales; or of obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer.	State Rule
Spends at least 80% of time away from the employer's place of business.	Customarily and regularly engaged away from the employer's place or places of business	State Rule

YOU TALKED. WE LISTENED.

Thanks to a great response from our membership as to what kind of fun social events you would like to have available as BHRA members, we chose one of the easiest to implement, and most non-committal (for those of you with impossible schedules!).

HR HAPPY HOUR! Come and join your HR friends for some informal networking time and unwind from that long day of problem solving! HR Happy Hour will be held on the last Thursday of each month. You don't need to sign up in advance. We will send a global email a few days before the gathering as a friendly reminder, and also to announce the location. To best accommodate all of our members, we will rotate between Janesville and Beloit locations. I hope to see a lot of smiling faces at our first HR HAPPY HOUR on Thursday, September 30th from 5:00 pm – until we feel like leaving ☺. We would love to hear your suggestions for locations! For more information, contact Jackie Swanson or Jennifer Anderson.

Interested in getting your PHR/SPHR, and joining a study group to prepare for your Certification?

If you are interested in participating in a study group, please contact Kelly Hendee at hendeek@ci.beloit.wi.us. Please provide your name, phone number and email address along with the best day and times you are available to meet. All parties interested should plan to begin studying by mid September. I will be sending out information to those that have responded. Following is some of what you can expect and want to know.

When to apply for the Exam

Exam	Reg. Deadline Date	Late Deadline Date	Window	
PHR/SPHR	Sept. 20, 2004	Nov. 5, 2004	Nov. 15, 2004-Jan. 15, 2005	
GPHR	Sept. 20, 2004	Oct. 4, 2004	Nov. 15-Dec. 15, 2004	
2004 PHR EXAM FEES				
SHRM MEMBER	\$75	\$175	\$250	\$300
NON-MEMBER	\$75	\$225	\$300	\$350

The application for the next testing window is now available online. Be sure to carefully read the [PHR/SPHR or GPHR handbooks](#) and then complete your application. Not sure which designation is right for you? If you're thinking about either the PHR or SPHR, be sure to take the [Online Assessment Exam](#) to help you determine the best designation for your experience and knowledge. And if you have multinational accountability, the GPHR was designed with you in mind. So don't wait--[apply today!](#)

PHR and SPHR certification is intended for professionals who have at least two years of exempt-level (professional) HR work experience. Eligibility is determined by the information found in the work experience section of the application. HRCI also offers a special student/recent graduate category. For more information about taking the exam as a student/recent graduate, please see "Student/Recent Graduate Eligibility Requirements" in this handbook.

STUDYING FOR THE EXAM

Before undertaking a study program, take a few minutes to learn how the exams are developed, who develops them, how item writers are trained to write questions that discern a person's HR knowledge and the steps taken to ensure the exams are a reliable measure of that knowledge. This information, available on the HRCI homepage at www.hrci.org, will provide valuable background as you prepare for the exam.

SELF-ASSESSMENT, STUDY MATERIALS AND PREPARATION COURSES

HRCI Online Assessment Exam - HRCI offers an online assessment exam for both the PHR and SPHR exams. This assessment will help determine if you are ready to take the exam by assessing strengths and weaknesses in each of the six functional areas of HR. This will help focus study efforts. To learn more about the assessment exam and cost, please visit the HRCI web site at www.hrci.org.

PHR and SPHR Exam Functional Areas

	PHR	SPHR
Strategic Management	12%	26%
Workforce Planning and Employment	26%	16%
Human Resource Development	15%	13%
Compensation and Benefits	20%	16%
Employee and Labor Relations	21%	24%
Occupational Health, Safety and Security	6%	5%

Hopefully this will have provided enough information to help you decide whether or not you wish to prepare and take a certification exam. Please feel free to contact me if you were unable to find answers to your questions. Don't forget... if you wish to join a study group, contact me at: Kelly Hendee
Certification Chair 608/364-6617

2004 SHRM State Conference

October 6th – 8th, Appleton, WI
Radisson Paper Valley Hotel

Mark your calendars now for the 18th Annual WISHRM Conference! To register online, go to http://www.wishrm.org/state_conf_04/attendee_registration.html . If you register between August 1 – Sept. 3rd, 2004, the cost is only \$290 for SHRM Members, and \$355 for non-SHRM Members! For more information, please contact Kristine Hackbarth-Horn, SPHR, CCP (Co-Chair) at: Khackbarth-horn_gw@gwicc.org or D. Holly Lifke, SPHR (Co-Chair), at: hlifke@societyinsurance.com .

Wisconsin Human Resource Leaders Chart The Future

18th Annual WI State Human Resource Conference Features Top-Notch Speakers

Sometimes the “tried and true” still makes sense when it comes to employment and human resources in Wisconsin. Once again, the WI State Society for Human Resource Management (SHRM) will host its fantastic annual conference October 6 – 8th in Appleton where more than 800 Human Resource professionals will meet for learning, networking and a bit of fun ‘New Orleans’ style.

Jeff Taylor, founder and “Chief Monster” of Monster.com will kick off the first keynote session at the Fox Cities Performing Arts Center on Thursday October 7th with a spirited recap of the dream that started it all. Recognized as an innovator and visionary in both the Internet and careers industries, Taylor has reinvented the way the world looks for employment. His 'monster idea' conceived at the dawn of the World Wide Web, quickly became one of the first dot com companies (454th on the web) and has since grown into the world's leading online career site which now serves over 14 million visitors monthly and has a global network in 21 countries.

On Friday, two of Southwest Airlines representatives, Jason Young (Southwest Airlines Guru) and Tony Brigmon (Southwest Airlines Ambassador of Fun) will close the conference at the Radisson Paper Valley Hotel by exploring the unique style, culture and organizational practices that made Southwest world renowned as the leader in customer and employee satisfaction. These two will speak on how this special company has refined the industry, sustained unparalleled profitability and created raving employees and customers so human resource professionals can see how it can be done in their companies.

Pre-conference sessions on Violence in the Workplace, Legal Issues, and Leadership Development along with several learning sessions over the 3-day convention will offer learning opportunities in many disciplines. Mardi Gras is the theme for the evening activities promising opportunities for great food, networking and fun.

The Exhibit Hall will feature over 80 businesses giving attendees the unique opportunity to evaluate various Human Resource products and services. The conference is headquartered at the Radisson Paper Valley Hotel in Appleton.

For more information, please check out the conference website at www.wishrm.org/conference.

ATTENTION: BHRA MEMBER COMPANIES
SEEKING DONATED PRIZE ITEMS FOR SHRM FOUNDATION

We are seeking any donations you or your company would like to include in the BHRA basket of prizes to be given away at the Wisconsin State SHRM Conference in October. The prizes will be awarded to drawing winners based on their contribution to the SHRM Foundation.

SHRM Foundation is a charitable, not-for-profit organization that operates as the research and development arm of the HR profession and is supported by tax-deductible contributions from individuals, companies and organizations. It funds major research projects that have a direct and practical impact in advancing the profession and funds practical publications on specific issues (such as Issues on Employee Leave), supports scholarships, SHRM chapter educational matching grants and other educational initiatives.

You can bring any donated items (i.e. company logo'd items, company products or service certificates, etc.) to our September 14th meeting or contact Jenny Revels at (608) 755-8359 to arrange for her to get them from you. Thanks for your support!

BHRA 2004-2005 MEMBERSHIP RENEWEL

EARLY REGISTRATION INCENTIVE!

Register/Renew your BHRA Membership by September 6th, 2004, and your name will be entered to win a **FREE** registration to the Wisconsin State SHRM Conference in Appleton, WI this October! We will draw a winner at our September 14th meeting!

Our fee schedule is as follows:

Annual Membership Fee:

\$20.00 for National SHRM Members

\$50.00 for Non-SHRM

Meeting/Meals Fee

	<u>SHRM</u>	<u>Guest/Non-SHRM</u>	<u>Students</u>
Breakfast	\$12.00	\$14.00	\$12.00
Lunch	\$15.00	\$20.00	\$12.00
Dinner	\$22.00	\$27.00	\$12.00

OR save \$\$ by paying for your meals/membership in a combo! (Get one meeting free!)

Combo Fee:

\$125.00 for National SHRM Members

\$160.00 for Non-SHRM

For application please contact our Membership Chairperson: Crona Kamppi, , (608) 754-8148 or crona.kamppi@na.manpower.com.

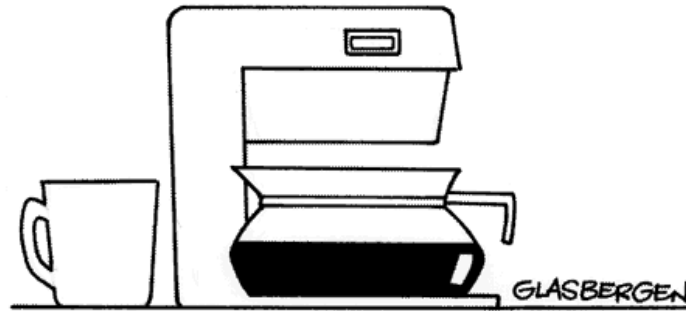
INFORMATIONAL LUNCH AT ROCK COUNTY JOB CENTER

On Thursday, September 2nd, the Rock County Job Center will once again be hosting their monthly informational lunch for employers. This month's topic is, "**Unemployment, Employers Rights and Responsibilities**", which will be presented by John Anderson, LaFollett, Godfrey & Khan.

The meeting begins at 11:30 a.m. with a buffet style lunch. The cost is \$10.00. If you are interested in attending, please contact Shannon Moe at (608) 741-3567, or email s.moe@jobcenter.org.

Humor in the Workplace

1996 Randy Glasbergen. www.glasbergen.com E-mail: randy@glasbergen.com



Because of his ongoing ability to increase office productivity, the "Employee Of The Month" award again goes to Mr. Coffee.

If you know a human resource professional that would be interested in joining our association, please spread the word! We can all benefit from each other's experience!

If you have anything you would like to submit to the BHRA Newsletter, please contact Shannon Moe at the Rock County Job Center at (608) 741-3567, or email s.moe@jobcenter.org.

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