



The Source

December 2005

Southern Wisconsin - Northern Illinois
SHRM Chapter 71

Letter From the President:

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Upcoming Events:



12/7/05
Holiday Social

1/10/05
Dinner Meeting:
Beloit Inn, Café Belwah

Dear BHRA Members:

The holidays are officially upon us. This time of year can become overwhelming, trying to balance our work commitments, family time, cooking, shopping, entertaining...the list goes on and on. Please be sure to try to slow down and enjoy this wonderful time of year. Remember the most important things, the ones that don't cost us a thing, like the love of our families, the treasure of our friends, and the kindness of others. That's what the season is all about.

As the holidays fall upon us, we also prepare to take our Winter break as an organization. But before we do, I would just like to thank all of you who have been active in our membership this season. I have not been able to make as many of the membership meetings as I would like due to work events, but that looks better for the second half of the season. Thanks to everyone who has offered their support and words of wisdom during this time! It has made a stressful time a little easier knowing that I am not alone.

Everyone should do their best to make it to our January meeting, where we will announce the recipient(s) of the BHRA Scholarship! This should be a great meeting, facilitated by our own John Emmart from Mercy Health System. He will host a discussion about drugs in our workplace. The meeting will be held at Café Belwah at the New Beloit Inn.

On behalf of the entire Blackhawk Human Resource Association Board of Directors, we would like to wish you and yours a joyous holiday season. See you in 2006!

Sincerely,

Jackie Swanson, PHR
President, Blackhawk Human Resource Association

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www.bhraonline.org



Upcoming Meeting Information

Meeting Date	Time	Location	Speaker	Topic	Format
January 10, 2005	5:00 pm	Beloit Inn, Café Belwah	John D. Emmart, Mercy Health Systems	Alcohol and Drugs in the Work Place	Speaker/ Workshop
February 17, 2006	7:30 am	Holiday Inn, Express Janesville	Area Legislators	HR legislative	Speaker

Blackhawk Human Resource Association
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Treasurer & Website Chair, Heather Niles, PHR:
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hniles@mhsjvl.org

Mark Your Calendars!

We encourage you to attend the January 10th dinner meeting! To RSVP, contact Elaine Schultz, PHR at (608)755-4297, or elaine.schultz@micorp.com, or RSVP on the website at <http://www.stayinvolved.com/splash/bhra.htm>. Please RSVP by January 4th.

WHEN: Tuesday, January 10th, 5:00pm, Sign-in/dinner 5:30pm; Presentation to follow.

WHERE: Beloit Inn Café Belwah,
TOPIC/SPEAKER INFORMATION:

Alcohol and Drugs in the work place— using supervision for early detection and intervention.

John D. Emmart, D.Min, CEAP, SAP

EAP Coordinator, Mercy Health System

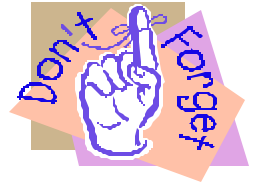
John's experience includes working in the healthcare field for 20 years in the areas of employee assistance, pastoral care and social services. As the EAP Coordinator for Mercy Health System he provides direct EAP services including assessments, consultation, training and brief counseling to management and employees. His experience also includes working with management and employees in higher education, public school systems and manufacturing. He is particularly interested in grief and loss, conflict resolution, workplace diversity and stress management. John holds an undergraduate degree in Sociology, a master's degree in Divinity, a doctorate degree (D.Min) in Counseling, and a certificate in EAP services from University of Wisconsin-Milwaukee. Additionally, he has advanced training in Critical Incident Stress Debriefing and Management (CISD), and is a Substance Abuse Profession (SAP).

If your organization would like to sponsor one of our meetings, please contact Jennifer Griffith, SPHR, jgriffith@freedomplastics.com

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The January meeting is sponsored by the Beloit Snappers.

Reminder: Blackhawk Human Resource Association Scholarship: Still Accepting Applications!



Certification Chair, Melissa Benson, PHR:
mjben@ssitech.com

Seminar Chair & Play Day Coordinator, Shannon Moe:
(608) 741-3567
s.moe@jobcenter.org

Legislative Chair, Kelly Hendee, PHR:
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hendeek@ci.beloit.wi.us

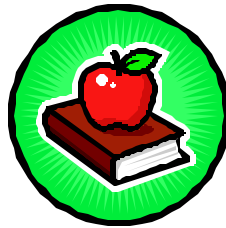
Diversity Chair, John Emmart, D. Minn, CEAD, SAP:
(608) 756-4681 Ext. 227
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Workforce Readiness & Wage Survey Co-chair, Theresa Carroll:
(608) 754-2710 Ext. 1279
tcarroll@freedomplastics.com

Newsletter Coordinator & Community Relations, Lindsay Hall:
(608) 755-8301
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Dinner & Reservations Chair, Elaine Schultz, PHR:
(608) 755-4297
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Student Chapter Representative, Ashley Erickson:
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The Blackhawk Human Resource Association is proud to announce that we are still accepting applications for our educational scholarships. These scholarships are available to children of employees of BHRA member companies.

Two (2) \$500.00 Scholarships will be presented to college juniors or seniors presently majoring in human resource management. These scholarships are also open to UW Whitewater students who are majoring in HR and who are *also members of SHRM*.

Full scholarship details, requirements and application packets were sent out to all member companies of the Blackhawk Human Resource Association via email. If you need to request a new packet, please email jswanson@scotforge.com.

We are very excited to be offering these scholarships, and hope that our members will take full advantage of this opportunity to give the gift of education to a young person!

REMEMBER: THE DEADLINE FOR APPLICATIONS IS FRIDAY, DECEMBER 9TH.

The winner(s) will be announced at our January Membership Meeting.

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Job Opportunity @

SCOT FORGE



New
members
November
2005

We're glad to
have you!

Lori Flieg

Staff Force

Starla Doud

Staff Force

Adrienne

Brunhoefer

SSI Technologies

Tammy Few

Beloit College

Human Resources Corporate Recruiter :

Individual will be solely responsible for recruiting at all levels and cultivating relationships with both internal and external customers. Experienced candidate must be able to manage multiple and shifting priorities while demonstrating good business expertise and a high sense of urgency in filling open positions.

Responsibilities: Proactively work with department managers in determining staffing needs, talent gaps, and hiring strategy. Develop effective and innovative sourcing techniques and coordinate all advertisement activities; analyze sources to determine the most successful and cost efficient recruiting resources. Perform phone screens, interviews of internal and external candidates and provide input to department managers. Ensure that reference checks, pre-employment physicals and drug screens have been completed prior to start date. Assist with new hire orientation program. Train and counsel managers in effective recruiting, interviewing and candidate skill testing techniques. Develop a strong community network through job fairs, colleges, chambers and school to work programs establishing us as an Employer of Choice. Work with the HR team to develop an effective retention program to include; benefits, wages, training, mentoring, and safety programs. Maintain applicant tracking data for Affirmative Action and EEO Compliance. Travel to other Scot Forge facilities, recruitment and community events and attend Scot Forge employee social events.

Qualifications: HR Generalist experience with a strong emphasis on recruiting in a manufacturing environment, minimum 2 - 4 years experience. Excellent selection, assessment and customer service skills. Professional oral and written communication skills. Knowledge of Internet sourcing techniques. Knowledge of employment laws and practices. Experience in training, succession planning, organizational development and mentoring programs a plus. **For more information, or to submit a resume, please email: jswanson@scotforge.com .**

Plant: Spring Grove, IL

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Your Foundation at Work: Graduate Programs Directory

Thinking about getting your master's degree? The **SHRM Foundation** can help. The Foundation has compiled the first-ever comprehensive directory of master's degree programs in human resource management, HRD, I/O psychology and more. Visit www.shrm.org/foundation/directory to view profiles of more than 114 HR-related master's degree programs across North America. The directory provides information on programs of study, location, curriculum, tuition, student demographics and more. Full-time, part-time, online and distance learning programs are included. Access to the online directory is free to SHRM members and the printed version, **Graduate Programs in Human Resource Management**, is available for purchase from the SHRMStore by calling 1-800-444-5006.

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

BHRA Holiday Social



Come & Join us @
The Speakeasy
19 N. High Street
Janesville, WI



December 7th, 2005

From 5:00pm-7:00pm(or whenever you choose to arrive or leave)
No RSVP required. For more info contact Jackie Swanson or Jennifer Griffith



Holiday parties: Rx for avoiding an HR hangover

By Kathy Gurchiek (Courtesy of SHRM)



The holiday party, it seems, is almost becoming more trouble than it's worth. Fears of litigation and the high cost of whooping it up are prompting many bosses in the United Kingdom to cancel



parties this year, a recent poll shows. And while there's no hard evidence of such a trend in the United States, experts say HR professionals need to think ahead to avoid the potential headaches that these celebrations can bring.

The survey of 3,533 managers in Britain found 93 percent citing cost as the main reason they are canceling holiday parties this year, and 78 percent saying they are pulling the plug because parties lead to arguments and conflict.

Only 23 percent said their parties were free of tension, arguments, harassment and conflict, according to the poll by U.K. employment law firm Peninsula Business Services.

Employers must remember they could be held responsible for behavior at workplace parties even if they are held outside normal working hours, Peninsula senior employment law specialist Mike Huss said in a press release.

Among other findings, 89 percent of British employers said someone typically lodges a harassment complaint after the office Christmas party; 77 percent claimed drunken employees approached them to speak their mind only to apologize for their outbursts the following Monday; and 64 percent fired someone because of party antics.

"Sometimes what happens ... is people loosen up too much," said Jonathan A. Segal, partner in the Philadelphia law firm of Wolf, Block, Schorr and Solis-Cohen and a frequent contributor to HR Magazine.

"You can end up with harassment allegations. You can have that with any function, but I think people are sensitive to the fact that the combination of a

social atmosphere plus the alcohol can lead to harassment claims."

In the United States, Christmas season business parties remain a staple, like the ubiquitous fruitcake, although the number has dropped, according to a survey by New York-based executive search firm Battalia Winston International. The proportion of businesses planning a holiday party dropped from 95 percent in 2004 to 87 percent this year—the first reduction since the 9-11 terrorist attacks in 2001 and the resulting weak economy.

A significant majority of workers (96 percent) see the parties as a valuable morale booster and visible sign of worker appreciation, the survey found; the remaining 4 percent saw it as a marketing opportunity for mingling with clients.

"Social gatherings provide employees with an opportunity to get to know one another outside of the job, which can lead to better working relationships at the office," according to the Society for Human Resource Management's (SHRM) 2005 benefits survey report. Among 364 human resource professionals responding to the survey, 81 percent said their organizations have holiday parties.

No swinging from the chandelier
Those social gatherings, though, require a deft hand, and persons tasked with planning the holiday hijinks may want to consider the following tips from Segal's firm:

- Shorten or eliminate happy hour. However, not serving alcohol at all can send the message "I don't trust any of you enough" to serve it, Segal said.
- Establish a maximum number of drinks per individual. If issuing drink tickets, make it clear that attendees are not allowed to give away tickets they do not use.
- If alcohol is served, make it clear before the party that employees are to limit their consumption and that no one who is under the influence should drive.
- Consider having employees pay for alcoholic drinks and donating those funds to a charity.

Holiday Parties, con't



- Make cab vouchers available so employees can obtain them without going to a manager.
- Have someone serve the alcohol instead of permitting employees to serve themselves. This helps flag employees who drink too much, and it might deter some people from ordering too many drinks.
- Assign certain managers to keep a watch out for persons who are visibly intoxicated. While Segal noted that the extent of employer liability depends on which state you're in, ask persons who are visibly intoxicated to hand over their car keys. Call the police if they refuse to do so, the firm advises.
- Serve plenty of nonalcoholic beverages and lots of food.
- Do not organize or participate in any after-hours party.

HR's responsibility doesn't stop once the party is in full throttle.

"Sometimes it's very hard, because you can never let your guard down. Your HR authority, like your shadow, is everywhere you go," Segal observed. "We need to remember we're not just the enforcer. We've got to be above reproach ourselves. It's not just a legal issue, it's a credibility issue."

There are alternatives to the typical after-hours party, although Battalia found that only 40 percent will take place at a luncheon, compared to 60 percent that will be evening affairs. More than two-thirds will hold their parties off-site, and only 30 percent will be in the office. And exactly three-quarters of the businesses surveyed said alcohol will be served at their parties, a figure that has remained steady in recent years, according to Battalia.

Nobody likes a Grinch

If the party is scrapped, consider donating to charity the money normally spent on the party. Let employees in on the plan, though, Segal advised, so the employer doesn't appear cheap and Grinch-like. The number of natural disasters this year has impacted some business holiday gatherings, Battalia found; 18 percent said their companies would make some type of donation to relief efforts or charity.

Employers who have parties should guard against throwing different levels of parties for different employee classifications, Segal warned.

"The holiday season should be a leveler," not a reflection of job levels and perks, and employers who recently had layoffs should be temperate in their plans. A big, flashy party can be offensive under the circumstances, he advised.

Employers should be aware of other potential minefields, such as booking a comic whose material is crude, sexually explicit or racially insensitive. Just as you would sample the food before booking a caterer, insist on hearing the act.

Also, don't forget about employees outside the employer's immediate radius. An employer might have 300 people in Pennsylvania, two in Delaware and four in Missouri.

"Realistically, are you going to fly [those outlying employees] in? Probably not, but you think about things you might do," such as sending them a gift certificate for the approximate amount spent per employee at the party, Segal said. Limit it to persons outside a certain range of miles.

And while a party at the end of the year can seem like an imposition to the HR professional or others who get their fill of employee interaction, "for some employees who are on a plant floor all day and don't see others, it could be a big deal" to attend the employer party, Segal noted.

For those who can come but say they won't, don't pursue it.

"Managers should understand it's OK to encourage people to come [but] they should accept 'no' as an answer and not push too hard," Segal said. "They may have other obligations at home and not want to spend the time.

"They could be a recovering alcoholic and not want to be around the alcohol. They may not celebrate religious holidays," he said. "If someone says they don't want to attend, don't push them."

When it comes to the employer Christmas party, Segal said, it's simply a matter of managing it, not eliminating it.

Kathy Gurchiek is an associate editor at HR News. She can be reached at kgurchiek@shrm.org.

For the latest HR-related business and government news, go daily to www.shrm.org/hrnews.



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Go to HRCI.org for details on recertification.



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Other Contact information:

Wisconsin SHRM
www.wishrm.org

National SHRM
www.shrm.org

HR Certification Institute
www.hrci.org

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



***Have a safe and
happy holiday
season!***



Next Month's Issue of The Source:

- Information on February's breakfast meeting
- A new diversity section "Diversity Works"

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 or suggestions for the BHRA Newsletter, please let us know!

Contact Information:

Lindsay Hall at Bliss Communications, Inc at (608) 755-8301 or email lhall@gazetteextra.com.