

Westchester Human Resource Management Association



WHRMA; PO Box 1131, White Plains, NY 10602

AFFILIATE OF
SHRMTM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

WHRMA News

March 2010

Stand Out in Your Organization: How to Become a Key Contributor

By: Donald J. Minnick From *Manager's Edge Take 5*, February 18, 2010

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Problem: Turbulent economic times and the flattening of organizational structures means that you need a new set of skills for career success. Relying on your ability to manage your team is no longer good enough to make you indispensable in your organization.

Solution: Managing interpersonal relationships, understanding the workings of your organization and displaying problem-solving expertise will make you stand out from the crowd.

Whether you are a new hire or a seasoned veteran, two specific skills distinguish you as a key contributor: *personal initiative*—the ability to see what needs to be done and the determination to take the appropriate actions—and your *capacity for collaboration*—the inclination and skill to prompt

others to make an impact. Follow these tips to sharpen those skills and bring your value into clear focus:

- ◆ **Look for opportunities.** Don't wait for someone to assign you a task. Discover what needs to be done and then set about doing it. Look for opportunities within your area of expertise, and volunteer your services. Also, don't wait for someone else to solve problems; be known as the problem solver.
- ◆ **Become a resource.** Look around the organization, not just within your team. When you see someone who needs help, or when you have information that would make a person's job easier, provide it.
- ◆ **Build relationships.** Go out of your way to approach people who others might find

difficult. You will build relationships across the organization, and you will likely find overlooked sources of information and untapped skills.

- ◆ **Nurture your network.** Follow up with co-workers by emailing, calling or dropping by their workspaces. You will become the person others wanted to interact with, and you will put yourself in a position to assess a broad base of important information.

Sharpen your skills in those key areas and you will multiply your impact, heighten your personal visibility and ensure that your contributions are recognized and valued. Even better, train your staff to take those actions and your entire team will be more valuable to the organization.

HR JOBS:

Visit our website www.whrma.org for HR openings in our area. We'll be happy to list any openings you may have as well! You can also post your resume on the site if you are interested. Any questions? Send an email to Angela Bellizzi: anbellizzi@aol.com.

For those interested, we now have the local Whine and Dine Schedule on the Networking page of our website.

JACKSON LEWIS EMPLOYMENT ROUNDTABLE PROGRAMS:

March 24, 2010: 3pm—5pm Topic: Dealing with Employment Law Violations: Discovery, Disclosure and Correction

May 26, 2010: 9:30 am—11:30 am

July 21, 2010: 3 pm—5 pm

November 3, 2010: 3 pm—5 pm

Programs are free and offered to members only.

February Program Recap

Our February program, The HR and Marketing Interface, was presented by Jim Nottingham. In essence HR and Marketing are very closely aligned as both are people centric disciplines. Mr. Nottingham provided some basic marketing information and correlated it to HR and stressed the need for both disciplines to work together. There was a lot of information presented, but the following will serve as a brief summary:

- ◆ Marketing is an integrated process which companies use to create value for its customers and builds customer relationships.
- ◆ There are 4 Ps and 4 Cs to Marketing:
 - ◆ P: Product (including Service); Price; Promotion; and Place
 - ◆ C: Customer Satisfaction; Customer Cost; Communication; and Convenience
 - ◆ There's a 5th P & C: People and Community
- ◆ Maslow's Hierarchy of Needs was reviewed and correlated to HR: HR and Organizations must fulfill these basic needs for employee engagement (the pyramid is being described "upside down" here):
 - ◆ Basic Needs: Job/Function/Pay
 - ◆ Safety Needs: Protection/Law/Order/Stability
 - ◆ Social Needs: Social & work groups/relationships
 - ◆ Esteem Needs: Self respect; achievement; recognition
 - ◆ Self Actualization: Personal growth and fulfillment
 - ◆ Self Transcendence: Feeling that the individual is putting the needs of the company first; the mission of the organization is understood and viewed as important
- ◆ HR needs to work on it's perception and "peerception". It's not important to just focus on how the outside community views your organization, but rather how are you viewed on the inside? Some questions to ask yourselves: How do you relate to outside people? How do you, as HR, relate to everyone else within the organization? Are you a stumbling block? How are you viewed both from below and above?
- ◆ In summary, HR and upper management must be strategically aligned in order to be successful. Communication is key!

WHRMA invites you to gather with fellow HR Professionals for an evening of informal networking. Make new contacts and reconnect with professionals in the local HR Community. Last year's networking event was a great success and brought together many familiar and new faces. This year, we are encouraging WHRMA members to invite an HR colleague to join us, meet our members, and consider joining our local SHRMA chapter.

Date/Time: Tuesday, May 18th; 6pm to 9pm

Location: Crowne Plaza Hotel, 66 Hale Avenue, White Plains

**Cost: \$20 per person for Hors' D'oeuvres/Light Buffet & Hotel Parking Included
Cash Bar for Beverages additional**

Advanced Registration Required. Register online at www.whrma.org under Upcoming Events: May 2010 Networking Event.

Your Board—Your WHRMA Resource

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“We’ve always looked to front-line “cast members” to help us improve our business. These are people who deal with guests every day. They hear the complaints and the frustrations, and usually are the first to recognize the kinks in they system. Without them and their feedback, we’d have a hard time creating magic.”

Bruce Jones

Programming Director, Disney Institute



Top OSHA Violations Excerpted from HR Executive February 2010

The US Department of Occupational Safety and Health Administration released the top 5 categories within which the most frequent workplace safety violations of 2009 occurred:

- ◆ Scaffolding—9,093
- ◆ Respiratory Protection—3,803
- ◆ Protections from Falls—6,771
- ◆ Machinery Safeguards—3,321
- ◆ Hazard Communications—6,378

LEGISLATIVE UPDATE

2010 continues to bring changes in the area of health reform, wage and hour issues, employee free choice, to name a few... Please visit the www.shrm.org website for the latest on COBRA and unemployment provisions signed into law by President Obama.

New York State' Response To Misclassified Workers

Compliments of Jackson Lewis, White Plains, NY

By: Susan Corcoran, Esq. and Michael Hekle, Esq.

New York employers should think twice before classifying workers as independent contractors and, if not, they may find themselves writing a big check to the Internal Revenue Service or a state agency. This is due to a recent upsurge in audits and investigations related to unemployment insurance taxes, workers' compensation coverage and other related laws in New York State.

Employers that classify workers as independent contractors are not required to pay unemployment insurance taxes, workers' compensation premiums, or federal Social Security and Medicare contributions on behalf of that individual. In addition, independent contractors are not protected by

minimum wage and overtime laws, discrimination statutes, and are precluded from participating in unions.

However, in the past few years, the misclassification of workers as independent contractors has come under increased scrutiny from federal and state government agencies and legislators, pro-labor organizations and employee advocacy groups. New York employers have now found themselves subject to more State Department of Labor investigations that are often initiated based upon targeted industries, employee complaints, or where there are a disproportionate number of 1099 Forms issued. Efforts to establish clearer guidelines and impose greater sanctions on employers who misclassify workers has been motivated, in large part, by the adverse financial impact misclassification has had on federal and state governments. It has been estimated that New York State loses over \$175 million a year due to worker misclassification. To recoup this lost revenue the State has created the *New York State Joint Enforcement Task Force*, an inter-agency committee to address this issue. From late 2007 to the end of 2008, the Task Force has assessed \$4.8 million in unemploy-

ment insurance taxes and over \$1.1 million in unemployment insurance fraud penalties. In addition, criminal charges have been levied against employers in certain situations.

Legislative Initiatives

A bill introduced in the New York Legislature (A.403), and currently in committee, would require any person or business contracting with the State to submit a list of independent contractors hired to help perform contract services. A \$10 fee for each independent contractor listed must be paid upon submission of the list. The fee would fund the enforcement committee that prosecutes independent contractor misclassifications.

With no end in sight, New York employers should be extremely careful in the classification of their workforce and, at a minimum, refer to Department of Labor and IRS guidelines prior to making any independent contractor determinations.

Please contact Lena Bodin with any comments or questions at 845-362-3445.

Welcome to Our New Members!!!!

Joseph DiCarlo	Porter Novell, Inc.
Michael Hekle	Jackson Lewis
Edward Faitakes	The Execu-Search Group
David Strayton	Strayton Consulting, LLC
John Evans	RF Laufferty & Co.



8 Effective Training Tips from Dale Carnegie Training

Training sends a valuable message to employees—it shows them that you are interested in them as a vital aspect of your success and that they will play a part in the company’s future. To kick start an effective employee training program, follow these 8 tips:

- ◆ Look at training as an investment, not an expense. Good training costs money but you can’t put a value on the longer term investment in the growth and development of your workforce.
- ◆ Focus on your ROI. You need to determine who would benefit the most from the training.
- ◆ Promote an environment of continuous learning.
- ◆ Test run a particular training program. Before rolling out a customized program, test is out on a smaller group, gather feedback and retool as necessary.
- ◆ Focus on quality instructors and materials. Ensure the instructors have the right personality for your employees and the supporting documentation is not only easy to follow but does not overwhelm.
- ◆ Where will training be conducted. Choose an environment that is conducive to learning.
- ◆ Know your objective BEFORE the training starts.
- ◆ Even your most seasoned employees need training. Training is not just for new employees!

No matter who you are, where you come from and what you do, there is always room for improvement. In fact, training your staff will have a direct and positive impact that will increase one’s job satisfaction, morale, and motivation.

SHRM Seminar News for 2010

SHRM Employment Law & Legislative Conference

March 17—19 2010
Washington DC

SHRM Staffing Management Conference & Exposition

April 26—28 2010
Orlando Florida

62nd Annual Conference & Exposition

June 27—30
San Diego, California
SHRM Strategy Conference
October 6—8 2010
San Antonio, Texas

For more details or information, log onto the SHRM website:

www.shrm.org



2010 Chapter Meeting Dates

All are Breakfast Meetings

Tuesday, March 16, 2010

Coaching

Tuesday, April 20, 2010

Best Companies in NY

Tuesday, May 18, 2010

Networking Event/Membership Drive

Tuesday, June 15, 2010

Diversity

Tuesday, September 21, 2010

Tuesday, October 19, 2010

Tuesday, November 16, 2010

**Go online for more details:
www.whrma.org**

Our Purpose:

1. **To provide a forum for educational presentations and the discussion of topics relative to the HR profession.**
2. **To encourage and support members in their pursuit of professional certification.**
3. **To provide a clearing house of human resource information to the business community.**
4. **To cooperate with other human resource organizations in meeting the needs of the HR professional.**
5. **To provide information and services to serve the professional and advance the profession.**

UPCOMING MEETING DATES:

International SIG Dates	Comp/ER SIG Dates
April 6, 2010	March 18, 2010
	April 22, 2010
Coaching/OD SIG Dates	May 13, 2010
April 14, 2010	June 17, 2010

Retirement News:

New Research from Hewitt Associates shows that most US companies are taking active steps to reduce their overall pension risk by changing the way they fund, invest and design their pension plans.

- ◆ 83% expect to make additional contributions to their pension plans
- ◆ 66% expect to fund their pension plans to at least 80% to meet the new threshold requirements under the Pension protection Act of 2006
- ◆ 51% have outsourced the performance monitoring of their investments or are more likely to do so compared to 18 months ago
- ◆ 50% are more likely to consider freezing their plans to existing participants today than they were 18 months ago
- ◆ 40% have reduced their equity exposure
- ◆ 31% are more likely to consider closing their plans today than they were 18 months ago
- ◆ 15% have implemented dynamic investment policies, which rebalance assets as the plan's funded ration improves.

Do you know how your employees would respond?

When 904 workers in North America were recently asked: "Do you plan to pursue new job opportunities as the economy improves in 2010?" they responded:

- 60% Say Yes, I intend to leave
- 21% Say Maybe, so I'm networking
- 13% Say I intend to stay
- 6% Say Not likely, but I've updated my resume

Source: Occupational Safety and Health Administration, Washington

Source: Hewitt's Global Pension Risk Survey, HR Executive, February 2010

8th Annual

HRweek

April 13 - 14

Hilton New York, NYC

1335 Avenue of the Americas

The HR Week™ Expo hosts the leading providers of HR products and services all under one roof — so you can accomplish months of product research in just one trip.

Admission is FREE when you register in advance at www.HRWeek.com with source code WHMA.

Make Connections

That Count!

2010 Job & Internship Fair

Wed. April 7, 10:00 am - 2:00 pm

Westchester Community College

For more information and to register

www.collegecentral.com/westchesterccjobfair

or contact The Career and Transfer Center at 914-606-6760



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