



GSM SHRM

Greater Southeast Michigan Society for Human Resource Management The Beacon News

Volume I, Issue V
10/12/2007

Upcoming Meetings/ Events:

- HR Networking Luncheon– October 18th at Noon– Ruby Tuesday’s
- Bi-Monthly Meeting– November 15th @ 8:00 am. Monroe County Community College– Speaker– Neil MacVicar– Unemployment.
- GSM SHRM Board Meeting, October 24th @ 4:30pm
- December 13th– After Hours Holiday Gathering– 5:30 pm– Place TBD– Info will be on the website.

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WEBSITE REMINDER
Don't forget to post your HR-related questions/ comments and to respond to questions/ comments from your peers on the GSM SHRM.org message

Message from the President - Melinda Buell, PHR

Dear fellow HR Professional,

This month I have two pieces of advice for you: 1.) Don't sweat the small stuff; 2.) Celebrate your successes.

In the early 90's I attended a SHRM conference during which the speaker, Barbara Glanz, suggested keeping a “brag file.” I found this advice intriguing, and created a brag file for myself. My file started out small and has grown throughout the years. It contains thank you notes from employees, coworkers and acquaintances, notes from my boss, performance reviews, congratulatory emails and award certificates, newspaper clippings, etc. The brag file isn't for anyone but me to see—it's private....so, you may be asking, what IS it for?

My brag file helps me to celebrate my successes when I am MOST in need of celebration. Let

me give you one small example....I like to make people happy. The unfortunate reality in this profession (and in life) is that it is absolutely impossible to make EVERYONE happy ALL of the time. Therefore,



when I find that I have been unsuccessful in my attempts to please someone (boss, coworker, employee, etc.) I may find it necessary to refer to my “brag file”. Flipping through the file provides a reminder

that I've had plenty of successes and while there may be at least one individual who isn't appreciating me right now, there are plenty of others who do and who have. It helps me to get the “big picture”.

In our profession, we spend a good portion of our time providing encouragement and support to those around us –we are often the “subject matter experts” when it comes to motivating the team. It only seems natural that we should be required to do the same for ourselves!

So, if you don't already have a brag file of your own, I encourage you to start one. We are all human and, even though we don't need to be patted on the back all the time to be outstanding, sometimes....just *sometimes*...we need to remind ourselves not to sweat the small stuff and to celebrate our success!

Chapter NEWS! - November Chapter Meeting Information

On November 15th at 8:00 AM at the La-Z-Boy Center on the campus of MCCC we will be bringing to you a presentation on Unemployment Compensation titled: **Unemployment Liability is not an "Avoidable" Cost for Employers, but it is a Manageable Cost.**

The guest speaker for the presentation is Neil MacVicar, who represents employers throughout Michigan. Neil will provide insight on Michigan's unemployment compensation system and provide some techniques to help employers better manage their unemployment costs. Although Neil's presentation will last approximately 45 minutes, he will

remain afterward to answer questions and provide additional information.

We are submitting this presentation to SHRM so that it can be approved for recertification points by our members. Neil MacVicar is highly qualified to speak on Michigan's Unemployment System. He is currently Vice President of the MHA Unemployment Compensation Program offered by the Michigan Health & Hospital Association Service Corporation (MHASC) in Lansing. The MHASC Unemploy-

ment Compensation Program currently represents over 280 health care and other employers throughout Michigan, Indiana and Ohio in unemployment compensation matters. Neil has represented employers in the areas of unemployment compensation law and employment law for over 19 years. He is also currently on the Board of Directors for the Michigan Employers' Unemployment Compensation Council. Neil also holds undergraduate degree from Miami University (Ohio) and has a law degree from Thomas M. Cooley Law School in Lansing, Michigan.

NOTICE TO ALL EMPLOYEES

This Employer is covered by The Michigan Employment Security Act.





The SHRM Government Affairs website is a nice tool for staying current with what's going on in the legislature. I encourage you to add the following link to your favorites: <http://www.shrm.org/government/>

This page is dedicated to encouraging National SHRM Members to **MAXIMIZE YOUR MEMBERSHIP**. If you are not a SHRM National Member, you can join by visiting <http://www.shrm.org/application/>.



If you are a National SHRM Member, you can update your address, phone number or e-mail online 24-hours a day, 7 days a week. Name changes must be made by a SHRM Customer Service Representative at 1-800-283-SHRM, 703-548-3440 or shrm@shrm.org.

“Exercise Caution When Garnishing Wages” by Joanne Deschenaux

In light of the recent rise in mortgage foreclosures, this is a good time for HR professionals to review the federal and state laws implicated when HR receives an order to garnish an employee's wages.

Although Joel W. Rice, an attorney with Fisher & Phillips in Chicago who provides legal counsel on garnishment issues, told *SHRM Online* in an interview that he has not yet noticed an increase in garnishments due to the national credit problems, such an increase likely is on the horizon. He noted how complicated garnishment can be for HR. Garnishment happens when employee wages are affected pursuant to a court order in a judgment in a case involving a debt, such as unpaid child support, Rice said.

Garnishment must occur pursuant to a court order. Once an order is issued, the debtor's employer should receive a notice of garnishment. “Where it is tricky for employers,” Rice noted, is when there are a “whole welter of laws regarding how much they can withhold and what has priority over what. An employee may be subject to numerous garnishments, and the employer is stuck in the middle.”

Consult Federal and State Laws

Under federal consumer laws (15 USC §1671), an employer generally can't deduct more than 25 percent of an employee's disposable earnings due to garnishment. “If you are already deducting 25 percent and another garnishment comes along, the second creditor has to wait in line,” Rice said.

Federal law also singles out

“favored creditors.” As an exception to the general rule, federal law permits employers to deduct 50 percent to 60 percent of disposable earnings for child support. Outstanding taxes and student loans receive favored treatment in terms of priority. “Commercial creditors fall below that. With respect to ordinary commercial creditors, the first in line gets first crack,” Rice observed. But these are only the federal requirements. The federal law explicitly allows states to be more restrictive.

A state law could provide, for example, that a garnishment may not amount to more than 15 percent of disposable income, and a few states prohibit commercial garnishments entirely, Rice said. Further, in those states that permit garnishment, the laws vary widely. Therefore, if a company operates in many states, HR should become familiar with garnishment requirements in all the states in which employees are located. For example, different states may have different definitions of the “income” out of which the garnishment can be made. Income could include more than straight salary, encompassing bonuses and other forms of compensation, even discretionary compensation, Rice cautioned. This may create administrative headaches, and HR professionals may be tempted to wash their hands clean of the situation. But they need to

keep in mind an additional provision of federal law that prohibits an employer from discharging an employee because of garnishment stemming from one debt. If you have an employee with multiple garnishments for multiple debts, you can take action against him or her under federal law, Rice noted, but you must consult state law as well.

States may be more restrictive in this area because “once again, federal law is the floor, not the ceiling,” Rice said. In any circumstances, a decision to terminate an employee because of garnishments must be made very carefully because it also may raise discrimination issues. “You should ask yourself, ‘Are you treating people the same? Is the discipline fair and equal?’ ” Rice suggested.

Put Procedures in Place

Once HR has familiarized itself with relevant state laws, the next step is to set up standard payroll procedures to guarantee that those laws, as well as federal laws, are being followed, Rice recommended. An important thing for HR professionals to remember is that when they have received a valid court order, they must make the garnishment. An employer is subject to substantial penalties for failure to comply with a garnishment order. “Employees may try to cajole you into not deducting,” Rice said, “by saying ‘don't worry, they'll take care of it.’ But if you don't follow the court order, you will be in trouble.” Reprinted with the permission of the Society for Human Resource Management (www.shrm.org), Alexandria, VA, publisher of *HR Magazine*.

Core Leadership Area Update— Membership - Becky Riley

GSMASHRM is delighted to welcome the following new members. We look forward to getting to know you and developing long, lasting relationships!

- Debra Barron—Brooke Insurance/Barron Financial LLC
- Eugene Bialy—Diamond Electric
- Chris Bodi—Accu-Staff International Ltd.
- Cynthia Ellison—Monroe Bank & Trust
- Suzanne Fuher—Monroe Bank & Trust
- Carl Granger—Clean Tech
- Barbara Klemans—Monroe Bank & Trust

- Christine Knapp—Monroe Bank & Trust
- Ashley Lobzun—Monroe Bank & Trust
- Suzanne Pine—SMS Millcraft
- Dustin Rayburn—FRG Corporation
- Suzanne Seals—Monroe Bank & Trust
- Cheryl Stanford—Monroe Bank & Trust

Do you know of others that could benefit from being a member? Send me their mail or email address and I will contact them. I can be reached at (734) 243-1882 or becky.riley@nationalgalvanizing.com.

Core Leadership Area Update– Professional Certification- Cheryl Grissett

Have you ever wondered what types of questions are on the PHR or SPHR test? New Test Specifications—also called the Body of Knowledge—were recently developed and are outlined below. The percentages that follow each functional area heading are the PHR and SPHR percentages, respectively.

- 1.) **STRATEGIC MANAGEMENT (12%, 29%)** Developing, contributing to, and supporting the organization's mission, vision, values, strategic goals, and objectives; formulating policies; guiding and leading the change process; and evaluating HR's contributions to organizational effectiveness.
- 2.) **WORKFORCE PLANNING AND EMPLOYMENT (26%, 17%)** Developing, implementing, and evaluating sourcing, recruitment, hiring, orientation, succession plan-



ning, retention, and organizational exit programs necessary to ensure the workforce's ability to achieve the organization's goals and objectives.

- 2.) **HUMAN RESOURCE DEVELOPMENT (17%, 17%)** Developing, implementing, and evaluating activities and programs that address employee training and development, performance appraisal, talent and performance management, and the unique needs of employees, to ensure that the knowledge, skills, abilities, and performance of the workforce meet current and future organizational and individual needs.

- 3.) **TOTAL REWARDS (16%, 12%)** Developing/selecting, implementing/administering, and evaluating compensation and benefits programs for all employee groups that support the organization's strategic goals, objectives, and values.
- 4.) **EMPLOYEE AND LABOR RELATIONS (22%, 18%)** Analyzing, developing, implementing/administering, and evaluating the workplace relationship between employer and employee, in order to maintain relationships and working conditions that balance employer and employee needs and rights in support of the organization's strategic goals, objectives, and values.
- 5.) **RISK MANAGEMENT (7%, 7%)** Developing, implementing/administering, and evaluating programs, plans, and policies which provide a safe and secure working environment and to protect the organization from liability.

Social Committee News

The Social Committee has several interesting networking opportunities for members to enjoy in the coming months. We will be rotating the time of day to accommodate early risers, lunch people and the after work crowd. You can expect a little laughter and the chance to exchange thoughts, ideas and share your exper-

tise. We'd also like to extend an invitation to any member who would like to host one of our networking meetings at your facility. Perhaps you'd like to give a brief tour and give us an insight into your workplace products and services. If you're interested, please contact



Chris Bodi at 734-242-1321 or Cheryl Harnica at 734-289-4800; or catch us at a meeting.

Website Creation Committee Update

The GSMSHRM Website has 19 information tabs containing a significant amount of HR information or ways to obtain more in-depth HR information. These areas, along with the website's general content are periodically reviewed and updated. As an example you will be able to now find, under the Conference tab, the 2008 conferences schedule for the state SHRM Conferences for Michigan and Ohio. The same tab also includes the various national conferences being sponsored in 2008 by SHRM. There are many more changes that have been made to the site.

The website committee also wants to thank individuals that submitted suggestions to us on how to improve the site. Several

of these ideas have been incorporated into the latest update to make the site more user friendly and provide a quick single source of assistance on a wide variety of information to HR professionals.

The website can be accessed at www.gsmshrm.org and allows chapter members to login and view the areas that are reserved for members only. You can login by clicking on the words "login" in the upper right corner of the home page. Once the login page appears, enter your username and password, then press the button marked register. Your username is your email ad-

dress (please keep in mind that the username area is case sensitive to upper and lower case letters). The temporary password is 'gsmshrm' (lower case); you may change the password to another word of your choice. Once you have completed this administrative function you can access the full website.

We hope you enjoy the website and that it proves to be a beneficial resource for you. The website committee will continue to periodically review the website and make changes to improve its image and upgrade informational content. Suggestions on ways to improve the site or if you need additional information about the site can be provided or obtained by contacting Chuck Coaker (734) 289- 6440 or Jim Schubargo (734) 282-2252.



MEMBERSHIP

If you are receiving this newsletter by U.S. Mail and are NOT a GSMSHRM member, you may join by completing the membership application located on our website at www.gsmshrm.org and forwarding it to the address provided.

Dues are \$25/year for national SHRM members and \$50/year for non-SHRM members. Student memberships are free.

Membership meetings are scheduled from 8-9:30 am on the 3rd Thursday of every other month (beginning with January). Meetings are held in the La-Z-Boy Center of Monroe County Community College on Raisinville Road in Monroe.

For additional information you may contact any of the Board Members listed on the back of this publication.



Greater SE Michigan SHRM

AFFILIATE OF



The Greater SE Michigan Society for Human Resource Management (GSM SHRM) encourages the exchange of ideas, discussion of problems, and the dissemination of information in the field of human resources.

Founded in 2007 it is our goal to continue to expand our membership and to become the premier organization for Human Resource Professionals in the Monroe County/Downriver Area. GSM SHRM is an official chapter of the Society for Human Resource Management (SHRM).

The Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. Representing more than 210,000 individual members, the Society's mission is to serve the needs of HR professionals by providing the most essential and comprehensive resources available. As an influential voice, the Society's mission is also to advance the human resource profession to ensure that HR is recognized as an essential partner in developing and executing organizational strategy. Founded in 1948, SHRM currently has more than 550 affiliated chapters within the United States and members in more than 100 countries. Visit SHRM Online at www.shrm.org

Community Service Opportunity

The Michigan Works! Monroe Service Center Emergency Food Closet is bare and they have emailed us a plea for help. With the holiday season just around the corner, this situation creates the perfect opportunity for employee involvement in a community service activity. We encourage you to get your organization involved in a food drive so that the employers of Monroe County can assist the unemployed and less fortunate.

If a food drive is not an option for you, a corporate donation would also be helpful. Check should be made out to "Michigan Works" and staff will utilize the funds to purchase food for the Food Closet.

Items needed are as follows:

- Canned Meats (tuna, chicken, spam)
- Instant Mash Potatoes
- Macaroni and Cheese
- Canned Potatoes
- Pasta
- Cereal
- Spaghetti Sauce
- Oatmeal (instant or cook)
- Canned Spaghetto's
- Peanut Butter
- Canned Ravioli, etc.
- Jelly
- Canned Meals (i.e. beef stew)
- Jell-O
- Puddings
- Juice
- Canned Fruit
- Toilet Paper
- Diapers (all sizes)

- Baby Wipes
- Baby Food
- Baby Cereal

Canned vegetables are **NOT** currently needed.

Monetary donations accepted in lieu of items listed above.

Your support in replenishing the Monroe Michigan Works! Service Center Emergency Food Closet is greatly appreciated!

The drop-off site is:

Michigan Works!
Monroe Service Center
1531 N. Telegraph Road
Monroe, Michigan 48162
(734) 240-7950

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YOUR HELP IS NEEDED FOR FUTURE ISSUES OF "THE BEACON NEWS"!

Your Board is very interested in making this newsletter a useful tool for members. To that end, we are hoping to receive some suggestions for future content.

We would like to include the following pieces of information in each edition:

- Meeting notices
- Project status reports
- Information on future projects
- Summary of previous meeting
- SHRM news of significance
- Outstanding achievements of members
- Introduction of new members
- Summaries of available SHRM workshops/seminars
- Legislative Reports
- Regional SHRM News
- Pictures of newsworthy events
- Committee news

Please email your suggestions for additional content and your ideas for monthly newsletter articles to djanderson@ssallc.com.

