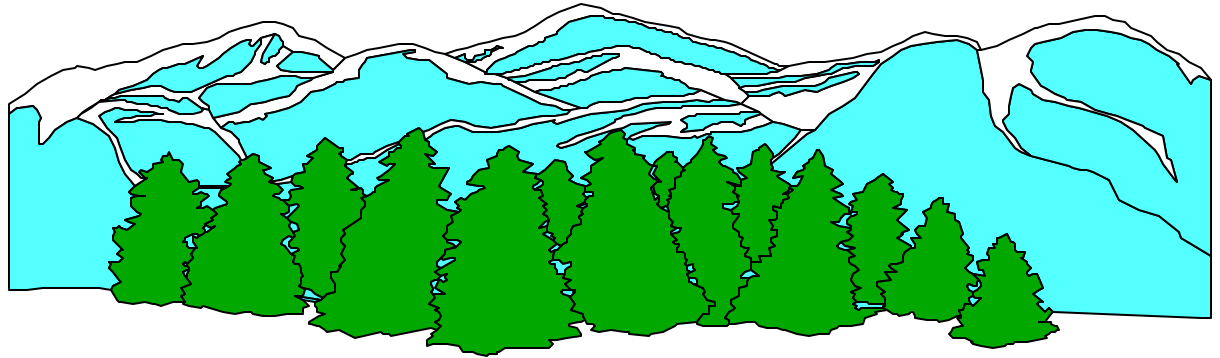


AFFILIATE OF



SOCIETY FOR
HUMAN
RESOURCE
MANAGEMENT



NEW RIVER VALLEY CHAPTER

Greetings From The President

August 1, 2002

Board of Directors

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831-5513 maamodt@runet.edu

It is great to know how flexible you HR folks can be with a new location during a summer month, the turnout packed our meeting room last month. This is why we are going to MOVE AGAIN. The August meeting is going to be held at Custom Catering in Blacksburg. I realize that this location is a little farther for some of you, however, this will give a location where we have room to continue to grow, and where we won't be interrupted by other patrons. I am again excited about the new location, and look forward to hearing your input as well. The breakfast will be an all inclusive buffet for \$7.00.

The July 18th meeting at Famous Anthony's was great, Todd Leeson of Flippin, Densmore, Morse and Jessee presented "Recent Court Cases Update". The interactive format was excellent and many of you demonstrated your mastery of the HR body of knowledge. Lorraine Wachsman gave a "Certification Update" now is the time to prepare for certification to show the rest of the world your mastery of the HR body of knowledge. Thank you Todd and Lorraine. As always if you want a quick reference to upcoming events or recent newsletters you can access them on our web site (www.nrvshrm.com).

This month we will have Marcy Engle making a presentation on the SHRM foundation. An important area for you to know what it does for the Human Resource Profession and You! Don't forget that you are supposed to bring your Boss to the September meeting. Be sure to get that on Her / His schedule **NOW!**

Remember:

- The Virginia SHRM conference will be held in Roanoke this year, this is an excellent educational event. If you can only attend one this year, this should be it. It will be at the hotel Roanoke on October 9-11. Donna Tyson (www.drtyson.com) is scheduled to appear as well as Roosevelt Thomas (www.aimd.org) The event committee is currently seeking RFP's from additional presenters for more information on this visit the Roanoke SHRM website (www.rvshrm.org).

On a personal note, I have accepted a new position, which will require my family and I to relocate to Garland, Texas (just outside of Dallas). Karen Edmonds, President-Elect will assume the helm of this outstanding organization a few months sooner than she had anticipated. I know that with the great folks on the board and in the membership she will enjoy the role as much as I have. I have made so many great friends through this organization. I will miss all of you. Also, I thought that by saving this information for last I would find out how many of you are reading my article. ☺

Sincerely,
Chuck

IMPORTANT NOTICE!

PLEASE REMEMBER: The meeting scheduled for Thursday, August 15, 2002 will be held at Custom Catering in Blacksburg. The meeting location has been changed again to fit our growing chapter. Custom Catering is located at 902 Patrick Henry Drive in Blacksburg and is just off North Main Street near Food Lion. It is about ½ mile past Northrop Grumman Poly-Scientific on the left, but before you get to Electro-Tec. We will be emailing a reminder with more detailed directions the week of the meeting. Please feel free to contact Melani Bland at (540) 381-2386 or melani.bland@na.manpower.com for more information.

Chapter Industrial Meeting

Be sure to mark your calendars to attend the next meeting that will be held on Tuesday, August 13, 2002, at Stone's Cafeteria in Christiansburg. This meeting is held on the second Tuesday of every month and meets at 7:00 a.m.

**Notice: If you are currently attending or are interested in attending the industrial meeting and would like a reminder notice e-mailed to you, please contact Melani Bland at (540) 381-2386 or melani.bland@na.manpower.com. We will be happy to add you to the reminder list so that you will be informed about upcoming meetings.*

Board of Directors Meeting

The monthly Board meeting will be held on Wednesday, August 14, 2002, at Applebee's Restaurant. This meeting is usually held on the second Wednesday of every month at 5:00 p.m. Any Board member who cannot attend should contact Chuck Swain at 557-5384 or e-mail to cswain@kaydon.com.

Membership/Public Relations Committee

Due to scheduling conflicts and summer vacations our committee did not meet in July and will not meet again until September. Enjoy your fun in the sun and have a safe summer.

Please join me in welcoming our newest members:

Tiffany Evans
Human Resource Coordinator
Chateau Morrisette, Inc.
P. O. Box 766
Meadows of Dan, VA 24120
Phone: 540-593-9215
Fax: 540-593-2868
Email: tevens@thedogs.com
National Member

Richard G. Dellinger
Training Programs Specialist
Individual Member
1065 Thorn Circle
Christiansburg, VA 24073
Phone: 540-381-1830
Fax:
Email: dellinger68@aol.com

Rita Turpin
Human Resource Manager
Citizen Telephone Cooperative
P. O. Box 137
Floyd, VA 24091
Phone: 540-745-9569
Fax:
Email: ritaturpin@citizens.coop
National Member

Jim Hungate
Vice President Human Resources
The Management Association
1872 Pratt Drive, Suite 1280
Blacksburg, VA 24141
Phone: 540-951-0200
Fax: 540-951-0888
Email: jhungate@psknet.com

Look forward to seeing everyone at our next meeting.

Keith

Chapter Financial Activity Report

Balance as of May 31, 2002 **\$5,236.88**

Deposits:

6/7/02 Membership Dues 170.00

Withdrawals:

Check #393 6/18/02
New River Engraving 36.58

Check #394 6/20/02
Stone's Cafeteria – Meeting Guest 6.00

Check #395 Void

Check #396 6/26/02
Chuck Swain – Reimbursement Board Meeting 20.00

Check #397 6/26/02
Domain Registry of America – Renew domain name 25.00

Balance as of June 30, 2002 **\$5,319.30**

PHR/ SPHR Certification

The NRV Chapter of SHRM has formed a study group that will meet beginning August 20 for 6 sessions to prepare for the certification exam in December. The chapter has an HRCI Learning System to share and is looking for potential members to join the study group. Each study session will be held on Tuesday night, starting at 6pm and ending around 8pm. Each session will be held at the workplace for the SPHR Leader of that session. Please refer to the following schedule for dates and the module to be reviewed:

Aug 20- Workforce Planning & Employment	Margaret Fite, Carilion
Aug 27- Employee & Labor Relations	David Gendron, Federal Mogul
Sep 10- Strategic Management	Judith Jones, VPI & SU
Sep 17- Human Resource Development	Karen Edmonds, Montgomery County
Sep 24- Compensation & Benefits	Cindy Hale, BSI
Oct 1- Occupational Health, Safety & Security	TBA

If you are planning to take the PHR/SPHR Certification Exam in December and would like to join this study group, please contact Lorraine Wachsman (961-2623 or lwachsma@warmhearth.org).

Legislative Update

(By Jim Cowan/ cowan@flippindensmore.com)

FMLA COMPLIANCE-- DO YOUR PRACTICES NEED A CHECKUP? Please use the attached checklist to find out if your company is in compliance.

Diversity Update

(By Bridget Porterfield / bporterfield@goodwill-th-valleys.com)

ADA is Limited by Seniority Considerations

April 29, 2002: The Supreme Court ruled that Seniority policies take precedence over ADA considerations - they do not have to be overridden to accommodate employees with disabilities. Details at:

<<http://www.cabln.org/ada.htm#Seniority>>

<http://www.cabln.org/ada.htm#Seniority>

Overcoming Dyslexia

Great article profiling John Chambers of Cisco Systems; Richard Branson of Virgin Records and Virgin Atlantic Airways; Charles Schwab of Charles Schwab & Co., and Kinko's founder, Paul Orfalea. See:

<http://www.cabln.org/articles.htm#Overcoming>

<<http://www.cabln.org/articles.htm#Overcoming>>

Blind Economics?

The new Canadian \$5 as Braille-like imprints to help visually impaired people identify different denominations. The set of six raised dots can be seen or felt in the upper-right-hand corner of the bill's face; the \$10 bill, which was introduced last year, has two sets of raised dots. This is in sync with another recent development intended to assist the blind: Las Vegas casinos unveiled a new Braille-slot machine!

National Disability Mentoring Day (NDMD), October 16, 2002

Subtitled "Career Development for the 21st Century", NDMD promotes the employment of students and job-seekers with disabilities through one-on-one mentoring relationships with members of the business community. Last year, over 1,600 students and job seekers and hundreds of employers participated in more than 70 communities representing 32 states. Don't miss out on the opportunity to be part of this nation-wide initiative. For details, see www.aapd-dc.org/mentor.html <<http://www.aapd-dc.org/mentor.html>>

Resources

Free Web Site Accessibility Evaluation

A-Prompt (Accessibility Prompt) is a free software tool designed to improve the usability of HTML documents by evaluating Web pages for accessibility barriers and then providing developers with a fast and easy way to make the necessary repairs. <http://aprompt.snow.utoronto.ca/index.html>

<<http://aprompt.snow.utoronto.ca/index.html>>

<<http://aprompt.snow.utoronto.ca/index.html>>

Nationwide Phone Recycling Campaign to Benefit People With Disabilities

Sprint's wireless division announces a nationwide "call to action," asking consumers to donate previously used wireless phones at Sprint Stores and participating Easter Seals locations. Through Sprint Project Connect, donated wireless phones will either be recycled or resold with a portion of the proceeds benefiting Easter Seals and the National Organization on Disability. http://www.pnnonline.org/corporate_giving/sprint041102.asp

<http://www.pnnonline.org/corporate_giving/sprint041102.asp>

Virginia Tech, Department of Management Internship Program

Each Semester, the Virginia Tech Pamplin College of Business Department of Management coordinates an internship program for its students with local businesses. The goal of the program is to simply match companies needing assistance with students who want and need business experience. Since January of 2001, 118 students and employers have connected through this program totaling 11,600 hours of work for area businesses.

Three semesters ago, the Management Department curriculum created a new concentration in Human Resources management and now these juniors and seniors want a local HR internship.

The Department of Management Internship program is unique in that the students work 100 hours during the course of the semester and receives academic credit for their experience. Therefore, these are unpaid internships.

If your company is interested in participating, then please contact Stuart Mease at 231-2397 or smease@vt.edu for more specifics about the program. The deadline is August 20th to submit an internship description and students will be assigned to companies on September 3rd.

Invite Your Manager Day

Does your Manager or CEO occasionally ask you questions about SHRM? Things like... what is that group about anyway??. Well, here's your chance to invite him/her to breakfast to find out and to put in a plug for the contributing value of HR. The breakfast meeting on September 19th has been designated as "Invite Your Manager Day". The topic in September is a relevant one for all managers on Employee Selection. So...don't forget. We hope to have a big turnout!

Board Meeting Minutes

Date: July 10, 2002

Location: Applebee's Restaurant

Attendees: Chuck Swain, Davis Walker, Melani Bland, Lorraine Wachsman, Keith Foreman, Melissa Zienius and Bob Griffin

- Discussion was held regarding canceling the planned picnic in August due to lack of interest and/or availability in the membership. A final appeal will be emailed to the membership as well as mentioned at the July meeting. If there is not enough response, then the picnic will be cancelled and/or postponed to a later month.
- The nominating committee (Bruce Jennings, Jim Cowan, Davis Walker and Melissa Zienius) has started discussions on filling vacant seats on the Board for 2003. They will begin nomination proceedings in August.
- The upcoming State Council meeting was discussed briefly. With the meeting in Roanoke this year, the chapter would like to have good representation at the meeting. Board members as well as other members of the chapter will be encouraged to attend.

Articles for SHRM Newsletter

Articles for each month's newsletter are due on the last Tuesday of the previous month. For the **September** newsletter, the deadline would be **August 27, 2002**. They may be sent to the Chapter's secretary, Melani Bland, at melani.bland@na.manpower.com Melani's telephone number is 540-381-2386 and fax 381-2388.

2002 Calendar of Events & Annual Meeting Schedule

January 17, 2002 NRV-SHRM Breakfast Meeting at Stones Cafeteria in Christiansburg, 7:30 a.m.
James Cowan, Flippin, Densmore, Morse & Jessee “Legislative Update--Compensation Discrimination”

February 21, 2002 NRV-SHRM Breakfast Meeting at EchoStar in Christiansburg, 7:30 a.m.
Tour of EchoStar Facility in Christiansburg

March 21, 2002 NRV-SHRM Breakfast Meeting at Stone’s Cafeteria in Christiansburg, 7:30 a.m.
Andrew Monsour, The Monsour Group “HR’s Role in Employee Financial Education”

April 18, 2002. NRV-SHRM Breakfast Meeting at Stone’s Cafeteria in Christiansburg, 7:30 a.m.
Tom Winn & Allison Skinner, Woods, Rogers & Hazlegrove “Legal & Practical Considerations for Terminations”

April 26, 2002. NRV-SHRM 8TH ANNUAL CAPTAIN’S CHOICE GOLF OUTING at Auburn Hills

May 16, 2002. NRV-SHRM Breakfast Meeting at Stones Cafeteria in Christiansburg, 7:30 a.m.
Mary Beth Nash, Gentry, Locke, Rakes & Moore “Risk Management”

June 20, 2002. NRV-SHRM Breakfast Meeting at Stones Cafeteria in Christiansburg, 7:30 a.m.
Victor Cardwell & Agnis Chakravorty, Woods, Rogers & Hazlegrove “Trial by Fire: A “First Class” Look at Workplace Violence”

July 18, 2002. NRV-SHRM Breakfast Meeting at Famous Anthony’s in Blacksburg, 7:30 a.m.
Todd Leeson, Flippin, Densmore, Morse & Jessee “Recent Court Cases Update”/ “Certification Update”

August 15, 2002. NRV-SHRM Breakfast Meeting at Custom Catering in Blacksburg, 7:30 a.m.
Marcy Engle, SHRM Foundation

****PLEASE BE SURE TO “REPLY” TO THIS E-MAIL FROM MELANI BLAND (melani.bland@na.manpower.com) BY TUESDAY, AUGUST 13TH IF YOU ARE PLANNING TO ATTEND THE AUGUST MEETING. PLEASE INDICATE IF YOU WILL BE HAVING BREAKFAST OR “COFFEE ONLY” AND LET US KNOW IF YOU WILL BE BRINGING ANY GUESTS. IT IS IMPORTANT THAT WE GET AN ACCURATE COUNT OF PEOPLE SO THAT FOOD AND HANDOUTS CAN BE PREPARED ACCORDINGLY. THANK YOU ****

September 19, 2002. NRV-SHRM Breakfast Meeting at TBA, 7:30 a.m.
Mike Aamodt, Radford University “Innovations in Employee Selection”
**** “Invite Your Manager” Day ****

October 17, 2002 NRV-SHRM Breakfast Meeting TBA, 7:30 a.m.
Clinton Morse, Flippin, Densmore, Morse & Jessee “Annual ‘State of the Union’ Legislative Update”

November 21, 2002 NRV-SHRM Breakfast Meeting at TBA, 7:30 a.m.
Bobby Raynes, Personnel Research Associates “Resolving Workplace Conflicts”

December 19, 2002 NRV-SHRM WINTER SOCIAL 5:00-7:00 p.m., Farmhouse Restaurant

January 16, 2003NRV-SHRM Breakfast Meeting at TBA, 7:30 a.m.

Flippin, Densmore, Morse & Jessee

“Legislative Update”/ Installation of Officers

February 20, 2003NRV-SHRM Breakfast Meeting at TBA, 7:30 a.m.

Management Association of Southwest Virginia

Topic TBA

Legislative Representatives

Virginia:

Delegate James Shuler (12TH District)
Room 818 General Assembly Building
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Fax (804) 786-6310
Email: del_Shuler@house.state.va.us

Senator Madison Marye (39TH District)
910 Capitol St., Room 426
Richmond, VA 23219
Ph. (804) 698-7539
Fax (804) 698-7960
Email: district39@sov.state.va.us

Delegate W. B. (Benny) Keister (6TH Dis.)
Room 819 General Assembly Building
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Senator Malfourd W. (Bo) Trumbo (22ND District)
910 Capitol St., Room 312
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Delegate Dave Nutter (7TH District)
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U.S.:

Senator John Warner
225 Russell Senate Office Building
Washington, D.C. 20510
Ph. (202) 224-2023
Fax (202) 224-6295
Email: senator@warner.senate.gov

Senator George Allen
204 Russell Senate Office Building
Washington, D.C. 20510
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Fax (202) 224-5432

Representative Frederick Boucher
2187 Rayburn House Office Building
Washington, D.C. 20515
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FMLA COMPLIANCE-- DO YOUR PRACTICES NEED A CHECKUP?

The number of leave requests by employees under the Family and Medical Leave Act (“FMLA”) is increasing each year. Unfortunately, so are the number of lawsuits and DOL investigations challenging employer compliance with the statute. Couple this with the fact that the FMLA regulations are some of the most complex employers must deal with and you have a high potential for problems. Beyond just having a policy, the FMLA regulations encompass how you implement your policy in a myriad of ways. Consider the following issues:

Yes No

ELIGIBILITY

- ? ? For leave requests qualifying under the FMLA, do you determine whether the employee meets the eligibility requirements before approving each absence? See 29 CFR 825.110-.111.
- ? ? Have you selected the method you use to determine the FMLA leave year and do you advise employees of this when they request leave? See 29 CFR 825.200.

REASONS FOR FMLA LEAVE

- ? ? Is your company aware of all the types of leave which may qualify under FMLA? See 29 CFR 825.112
- ? ? Do you allow employees who want to take parental leave the opportunity to take the leave anytime within 12 months of the birth or adoption of a child? See 29 CFR 825.201.

NOTIFICATION

- ? ? Have you posted the FMLA poster in location(s) used by all employees and applicants for employment? See 29 CFR 825.300 & Appendix C.
- ? ? Does your employee handbook contain detailed information discussing FLMA rights and employee obligations? See 29 CFR 825.301 (a).
- ? ? If any of your worksites are subject to a collective bargaining agreement, has it been updated to conform with the FMLA? If not, do you comply with the FMLA provisions nevertheless? See 29 CFR 825.700 (a).
- ? ? Do you provide employees requesting leave with written notice detailing the specific expectations and obligations of the employee each time they request FMLA leave?

See 29 CFR 825.301 (b)(1).

- ? ? Do you begin counting leave against an employee's 12-week entitlement only after you notify the employee that this will occur? See 29 CFR 825.208(b)(1) – (b)(2)-(c).
- ? ? When requiring the employee to provide medical certification, do you allow the employee at least 15 days to submit it? See 29 CFR 825.305(b).
- ? ? Are you aware of the procedures that must be followed in the event you question the validity of a medical certification? See 29 CFR 825.307.
- ? ? If the employee does not initially give you enough information to determine if the leave they are requesting is qualifies under FMLA, do you inquire further? See 29 CFR 825.208(a)-(.302(c).

BENEFITS

- ? ? If you provide benefits to employees requesting leave, do you maintain them while they are on FMLA leave? See 29 CFR 825.209.
- ? ? Do you allow or require accrued paid leave to be substituted for unpaid FMLA leave? See 29 CFR 825.207.
- ? ? Do you allow all employees to take leave intermittently or on a reduced leave schedule where medically necessary? See 29 CFR 825.203.
- ? ? Do you restore all previously accrued benefits to the employee upon return from leave? See 29 CFR 825.215(d).
- ? ? Do your FMLA leave procedures include plans for the reinstatement of employees to their jobs at the conclusion of their leave? See 29 CFR 825.214-.215.

VIOLATION PREVENTION

- ? ? Have your front line supervisors been trained to recognize the types of leave requests that are covered by the FMLA? See 29 CFR 825.112.
- ? ? Do you have an in-house appeals process to resolve FMLA disputes before they result in costly audits? See 29 CFR 825.400.
- ? ? Do you follow FMLA rules for employees taking leave for one of the reasons covered by the Act even though the employee does not specifically request the leave under the FLMA or the leave is also covered under a company policy or state law (i.e., disability leave, workers compensation)? Are you aware of the possible overlaps between

FMLA and other laws (i.e., Americans with Disabilities Act, Workers Compensation, State medical leave)? See 29 CFR 825.207(d)(1) – (d)(2); 825.701-702.

? ? Does your attendance policy exclude any FMLA – qualifying leave from disciplinary action? See 29 CFR 825.220(c).

? ? Is your corporate leave policy consistent with the FMLA? See 29 CFR 825.700.

If you answered no to any of the above questions, you may be: inadvertently committing violations of the FMLA and exposing your company to costly claims. The best way to avoid these types of claims is to perform a self-audit, and adopt best practices now, before a problem arises.

Annual Employment Law Audits are a key part of managing your workforce relations and avoiding litigation and unplanned legal expenses. The attorneys in Flippin, Densmore, Morse & Jessee’s Labor and Employment Group have extensive experience assisting clients in auditing updating their employment practices under the FMLA, ADA, Title VII, Equal Pay Act, FLSA, and other federal statutes. Is it time for a check-up of your practices? If so, let us explain how we can assist you in reducing your exposure to FMLA and other employment related claims.