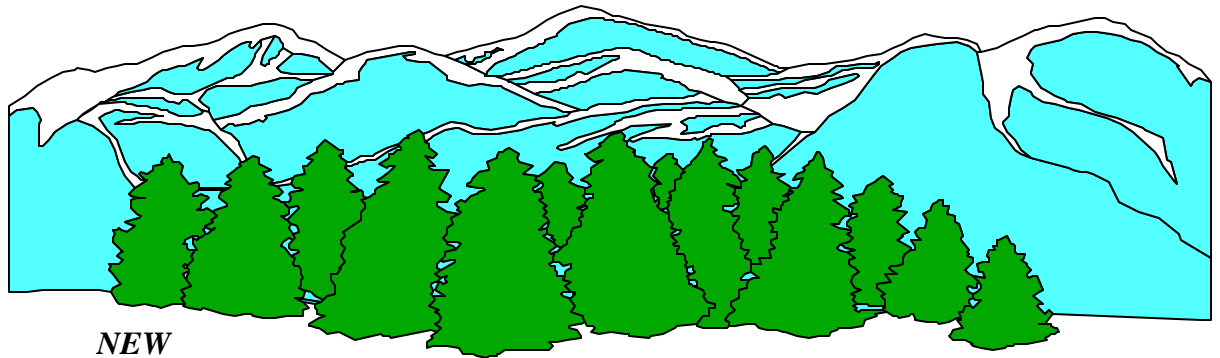


AFFILIATE OF



SOCIETY FOR
HUMAN
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NEW

RIVER VALLEY CHAPTER

www.nrvshrm.com

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Greetings From The President

September 3, 2003

Thanks so much to Dan Semones, Business Development Manager, with the Virginia Department of Rehabilitative Services for his excellent presentation on Diversity Awareness within our organizations. Thanks also to the great audience volunteers! Everyone was great!

We have such an exciting Fall planned. In September we have Jackie Hudson, Economist for the Virginia Employment Commission (Labor Market Office) as our special guest. You will not want to miss this unique opportunity!

Also, on September 16, the NRV-SHRM Chapter will be partnering with the other SHRM Chapters in the New River Valley to offer the Annual Business Decisions Forum in Wytheville, Virginia. The program will highlight some great speakers and is a wonderful value! Dr. Susanne Gaddis ("The Communications Doctor"), a nationally known communications expert, will be leading us off with her very energetic style. Then Victor Cardwell and Thomas Winn from Woods, Rogers & Hazelgrove; Shannon Blevins with the Department of Business Assistance; and Gregory Justice, Associate Professor of Theatre Arts at Virginia Tech will round out the information-filled day. A copy of the brochure is included in this newsletter.

On September 26, our Chapter will be partnering with the Roanoke Valley SHRM to bring our Annual Golf Tournament. This year will include some added features. The name has been changed to the First Annual Griffin Memorial to honor our friend and colleague, Bob Griffin, for his love of golf and his many contributions to seeing it continue year after year in our Chapter. We will be enjoying the day with the Roanoke Valley Chapter at the Meadows here in Christiansburg. A flyer is attached for further details!

Looking further ahead in October, we will have yet another very special guest, Shelley Prochaska, our SHRM Area II Director. Shelley is an excellent speaker and great resource for SHRM. She will be highlighting the benefits of National membership and explaining some of the new developments at SHRM. **That meeting will be on a different day; we will be moving our meeting day that week to Wednesday, October 15, so that Shelley and other members of our Chapter can leave after the meeting to attend the Virginia SHRM Conference in Falls Church on October 15-17. The meeting will still be held at the Hampton Inn on Arbor Drive.**

And finally, we have enough interested individuals to start a study group for certification this Fall. Thanks to Rita Turpin our HRCI Coordinator for all her hard work this year in attaining the Scholarship, which has enabled our Chapter to purchase a Facilitators Kit and offer individual study guides at a reduced cost. We wish those embarking on this journey the very best!

Take care, Karen

ANNOUNCEMENTS:

**OUR FIRST ANNUAL NRV SHRM
BOB GRIFFIN MEMORIAL GOLF TOURNAMENT**

Make plans to participate in our **2003 Golf Tournament** – named in honor of our good friend and fellow golfer/SHRMer Bob Griffin. The tournament will be held **Friday, September 26** starting at noon. Lots of fun and fellowship. We are co-hosting this annual event with the Roanoke Valley SHRM Chapter.

The day will begin at The Meadows Golf Club in Christiansburg.

12:00 p.m. – 1:00 p.m. Lunch

1:00 p.m. Shot Gun Start for Golfers
 Golf Clinic (45-50 minutes) with Jimmy Williams, Golf
 Pro for Golfing wanna-bees. Bring your own clubs!
 Golf Awards “ceremony” at conclusion of tournament.

There are three ways that you can participate:

- Join us for lunch and golf - \$50 per player/ \$200 for a foursome
- Join us for lunch and golf clinic - \$20 per person
- Be a sponsor –
 - * \$50 Hole Sponsorship
 - * \$100 Beverage Cart Sponsor
 - * Provide prizes for winning players/teams – golf clubs, shirts, balls, etc.
 - * Fill player “goody bags” – tees, towels, koozies, etc.

Included with newsletter is your registration form:

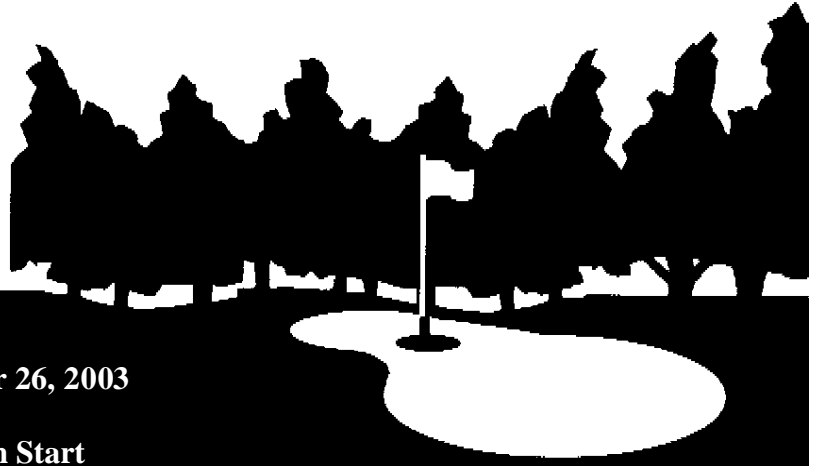
- If you are going to the lunch/golf or lunch/golf clinic – fill out the registration form and mail to Davis Walker or call at 552-9227.
- If you can help with sponsorship items, please contact Gary McDaniel at 540-774-9300 or gmcDaniel@benefitsmanagement.com OR contact Cindy Mikoychik at 540-639-8656 or cindymikoychik@atk.com.

DIRECTIONS TO THE MEADOWS:

Interstate 81 to Exit 114 (Christiansburg/Floyd)
Turn right onto Rt. 8 and go 6/10 miles to light at Depot Street. Turn left onto Depot Street. At next light, go left on Radford Street for 7/10 miles. Turn right onto Silver Lake Road (across from Country Kitchen). Go 6/10 miles to Round Meadow Drive and turn right.

DON'T GET TEED OFF, GET TEED UP!!

TOURNAMENT DETAILS



DATE: Friday, September 26, 2003

TIME: 1:00 p. m. Shotgun Start
Registration, lunch and range balls available at 12:00 noon.

LOCATION: The Meadows—Christiansburg, Virginia

FORMAT: Captain's Choice

COST: \$200.00 per team - Includes food and beverages

PRIZES: Top Two Teams, Two Longest Drives, and Two Closest to the Pin.

REGISTRATION INFORMATION

Captain	_____	Handicap	_____
Golfer 2	_____	Handicap	_____
Golfer 3	_____	Handicap	_____
Golfer 4	_____	Handicap	_____

Captain's Mailing Address _____

Captain's Daytime Telephone _____

- \$200.00 Team Entry Fee or \$50 per player
 \$50.00 Hole Sponsorship
 \$100.00 Beverage Cart Sponsor
 \$20 for lunch and golf clinic

Please specify the company name you would like on the placard.

Please specify the company name you would like on the placard.

Make your check payable to NRV SHRM and mail it with your completed registration form by September 12, 2003 to Davis Walker 604 Alleghany St. Blacksburg, VA 24060.

SHRM Foundation Raffle



Just a reminder to those of you who were at last month's breakfast meeting, and to those of you who weren't, **where were you?!** – we're having a raffle to benefit the SHRM Foundation. We'll be running the raffle at the October 15th breakfast meeting. We'll be selling tickets for \$5.00/ticket. We'll put all the tickets in the "hat" and draw out the winning ticket (must be present to win – which of course, also means that you have to spend some dinero to win, so bring mucho dinero and take a chance!!) Anyway, we draw the winning ticket number out and the person with the winning ticket number wins **"The Prize"**. **"The Prize"**, you say? What **"Prize"**?! Well, if you know me even just a little bit, you know I like suspense, so I'm not letting the cat out of the bag! If you want to find out what **"The Prize"** is, you're just going to have to come to the meeting, spend some of your hard-earned money and take a chance on winning **"The Prize"**. All of the proceeds are donated to the SHRM Foundation. So come on, be a sport, take a walk on the wild side, gamble a little, – bring your money and take a chance on the SHRM Foundation Raffle! Just look for me and/or Davis Walker – we'll hook you up with as many tickets as you want to buy!

Ok, I know, I know. You're asking yourself, "So what does the SHRM Foundation do for me?" I'll tell you – read on.

The SHRM Foundation funds research, publications, and a wide variety of education initiatives to advance the profession and enhance the effectiveness of HR professionals. The Foundation also supports other SHRM efforts such as HRCI, research in priority issues, such as HR measurement, global HR, the impact of technology, and the changing role of HR professionals.

Here are just a few of the many accomplishments of the SHRM Foundation:

- Supported research that has resulted in 27 major research projects with 78% of those projects resulting in publications and presentations.
- Published the following books recently. Both are available from the SHRMStore (<http://shrmstore.shrm.org/shrm/>)
Federal Wage and Hour Laws, 2nd edition; a ready guide to the federal Fair Labor Standards Act

Graduate Programs in Human Resource Management, 2nd edition; profiles of 114 HR-related master's degree programs. SHRM members can access the directory free online at <http://www.shrm.org/foundation/directory/>

- Co-Sponsor of the prestigious \$100,000 Michael R. Losey Research Award to be awarded in 2004.
- 2003 budget for research grants: \$289,000.
- Area Scholarship Program: \$30,000
- Student Awards & Scholarships: \$12,000
- SHRM Innovative Practice Awards: \$3000
- \$385,000 spent directly on grants, awards and publication in 2002
- Raised more than \$340,000 in 2002; a new record!

For more information on the SHRM Foundation, visit www.shrm.org/foundation.

Come on, admit it – this kind of stuff really gets you pumped up, right? So bring your money to the October breakfast meeting and take a chance for a great cause that benefits us all. And if you're the winner of the raffle – hey, what a way to start your day!!

HRCI UPDATE

SRV Professional Publications proudly presents a Web-based software review course (SRVware) to prepare for the PHR and SPHR exams.

SRVware provides four modes of operation: study, test, search, and final exam. As you already know, beginning May 2004, the PHR and SPHR exams will be administered by Prometric, the leading provider of computer-based testing. The design of the SRV software is interactive and parallel to that of the Prometric design. The SRV software provides practice drill to the exam candidate, thus increasing confidence and encouragement. The questions in the SRV software are licensed from the textbook "Human Resource Management" by Robert L. Mathis and John H. Jackson, which is the same book recommended by the SHRM as a preparatory source for both the PHR and SPHR exams. SRVware is perfect for individual or group study.

Professional in Human Resources (PHR) Exam

SRVware for PHR contains 1,109 multiple-choice questions. The price is US \$49 for an extended period of use. The following is a list of functional areas in human resources with the weights assigned to each area in the PHR exam:

Strategic Management, 12%

Workforce Planning and Employment, 26%

Human Resource Development, 15%

Compensation and Benefits, 20%

Employee and Labor Relations, 21%

Occupational Health, Safety, and Security, 6%

Senior Professional in Human Resources (SPHR) Exam

SRVware for SPHR contains 1,194 multiple-choice questions, including 16 case scenarios. The price is US \$49 for an extended period of use. The following is a list of functional areas in human resources with the weights assigned to each area in the SPHR exam:

Strategic Management, 26%

Workforce Planning and Employment, 16%

Human Resource Development, 13%

Compensation and Benefits, 16%

Employee and Labor Relations, 24%

Occupational Health, Safety, and Security, 5%

Visit our web site www.srvbooks.com and look for SRVware products for the PHR and SPHR exams. Feel free to download 25 sample questions www.srvbooks.com/index.html!

The Professional in Human Resources (PHR) exam and the Senior Professional in Human Resources (SPHR) exam are sponsored by the Society for Human Resource Management (SHRM) and administered by the HR Certification Institute (www.HRCI.org).

nrvshrm.com Job Data Bank

The chapter now has a new job posting area on the web site. Members may begin placing job postings immediately. The data bank can be found under the "Position Postings" link on the web site. Please use the following guidelines when submitting a posting:

Guidelines to Post Vacancies

1. All postings should be submitted by e-mail via the website to Kathy Janosko, Web Site Administrator (kathy@ali-inc.com)
2. 30 day posting limit unless notified to remove sooner.
3. We accept HR related postings only.
4. NRV-SHRM is not responsible for editing the job posting. We reserve the right to determine appropriateness. NRV-SHRM does not endorse any advertiser/submission.
5. There is no charge to members of NRV-SHRM.

Chapter Industrial Meeting

Be sure to mark your calendars to attend the next meeting that will be held on **Tuesday, September 9th** at Stone's Cafeteria in Christiansburg. This meeting is held on the second Tuesday of every month and meets at 7:00 a.m. Contact Bruce Jennings at (540) 674-7461 or bruce.Jennings@volvo.com for more information on the Industrial Meeting.

Board of Directors Meeting

The monthly Board meeting will be held on **Tuesday, September 2nd** at the Montgomery County Government Center. This meeting will begin at 5:00 p.m. Any Board member who cannot attend should contact Karen Edmonds at 394-2007 or e-mail to kedmonds@naxs.net

Chapter Financial Activity Report

Balance as of June 30, 2003 **\$8,124.32**

Withdrawals:

Check # 430 7/15/03 \$ 200.00
State Council Meeting -Door Prizes

Check # 431 7/30/03 \$ 132.94
U.S. Postal Office - Directory Mailing

Deposits:

7/15/03 – Wage Survey, Dues, 50/50 \$ 220.00

Balance as of July 31, 2003 **\$8,011.38**

Diversity Update – September 2003

Kate Meserve, Diversity Coordinator

Fall heralds the beginning of the holiday season. The celebration and recognition of holidays from different cultures and religions can be a sensitive subject in the workplace. It's important to be inclusive by acknowledging the important celebrations of the employees in your organization. Below is a list of some of the special days coming up in the next few months. Additional information on specific holidays and a more complete list of dates can be found at www.web-holidays.com, www.national-holidays.com, and <http://school.discovery.com/schrockguide/holidays.html>.

HOLIDAY	DATE
Moon Festival (Hong Kong)	September 11
Autumnal Equinox	September 21
Rosh Hashanah (Jewish)	September 27
Yom Kippur (Jewish)	October 6
Diwali (Hindu)	October 25
Ramadan begins (Muslim)	October 27
Eid-ul-Fitr (Muslim)	November 25
Thanksgiving (United States)	November 27
Chanukah (Jewish)	December 20 – 28
Winter Solstice	December 21
Christmas (Christian)	December 25
Kwanzaa (African-American)	December 26 – January 1

Legislative Update

IS TELECOMMUTING A REASONABLE ACCOMMODATION?

Many employers have discovered that certain employees can maintain or increase their productivity and morale via telecommuting and other “work at home” options. Such arrangements, however, don't work for all jobs and can make managing employees more difficult. A few companies have formal programs, but for most employers it is a case-by-case analysis and often used only to retain particularly valuable workers. If you allow such opportunities for some employees, are you required to do so for employees who request telecommuting as a reasonable accommodation for a disability?

The Americans with Disabilities Act (ADA) requires employers with 15 or more employees to provide reasonable accommodation for qualified applicants and employees with disabilities. Reasonable accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to apply for a job, perform a job, or gain equal access to the benefits and privileges of a job. The ADA does not require an employer to provide a specific accommodation if it causes “undue hardship,” i.e., a significant difficulty or expense.

In its 1999 Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act (revised 10/17/02), the Equal Employment Opportunity Commission said that allowing an individual with a disability to work at home may be a form of reasonable accommodation. Recently, President Bush's New Freedom Initiative emphasized the important role telecommuting can have for expanding employment opportunities for persons with disabilities, and has led the EEOC offer the following guidance in this area:

1. Does the ADA require employers to have telecommuting programs?

No. However, if an employer does offer telecommuting, it must allow employees with disabilities to participate. In addition, employers may be required to waive eligibility requirements or otherwise modify an existing program for employees with disabilities.

2. May permitting an employee to work at home be a reasonable accommodation, even if the employer has no telecommuting program?

Yes. Telecommuting must be *considered* as a reasonable accommodation option. However, an employer is not obligated to adopt such an option if an alternate accommodations would be equally effective.

3. How should an employer determine whether someone may need to work at home as a reasonable accommodation?

The ADA always requires the employer to engage in an "interactive process" with the person to evaluate what reasonable accommodation may be available and effective. The employer may request reasonable medical information and may wish to discuss other types of accommodations that would allow the person to remain in the workplace, if possible.

4. How should an employer determine whether a particular job can be performed at home?

An employer should identify and review all of the essential job functions and duties for the specific position and determine whether some or all of them can be performed at home. *An employer does not have to remove any essential job duties to permit an employee to work at home*, but may need to reassign or substitute some minor, non-essential job duties or marginal functions.

Factors to consider in determining the feasibility of working at home include the extent to which: (a) the employer can adequately supervise the employee; (b) the use of certain equipment or tools is required; (c) in-person interaction with supervisors, co-workers, outside colleagues, clients, or customers is necessary; (d) immediate access to documents or other information located only in the workplace is required; and (e) working part-time at home and part-time in the workplace can meet the needs of the individual and the employer.

5. How frequently may someone with a disability work at home as a reasonable accommodation?

An employee may work at home only to the extent that his/her disability necessitates it. For some people, that may mean one day a week, two half-days, or every day for a particular period of time (e.g., for three months while an employee recovers from treatment or surgery related to a disability). In other instances, the effects of a disability become particularly severe on a periodic but irregular basis. When these flare-ups occur, they sometimes prevent an individual from getting to the workplace. In these instances, an employee might need to work at home on an "as needed" basis, if this can be done without undue hardship.

6. May an employer make accommodations that enable an employee to work full-time in the workplace rather than granting a request to work at home?

Yes. The employer may select any effective accommodation, even if it is not the one preferred by the employee.

Practical Tips:

Employers must at least *consider* telecommuting as a reasonable accommodation option for certain individuals with disabilities, even if the employer does not have a telecommuting program in place for other employees. The EEOC notes that the fact that adjustments may have to be made in the way an employee is supervised or that there is an increased burden on communications with co-workers or others is not, by itself, sufficient to justify failing to consider telecommuting as an accommodation option. However, employers are not required to adopt telecommuting where an equally effective alternative exists, or if it would otherwise create an undue hardship or expense, or if it would necessitate the lowering of production standards.

The EEOC's guidance on telecommuting is generally consistent with its prior statements regarding reasonable accommodation: you must consider all possible alternatives even if they are a departure from current policies or practices. In light of this guidance, prudent employers will: (1) review their job descriptions to ensure that they contain all essential functions and duties, including specifying any work that must be done on-site, if applicable; (2) examine their current telecommuting and any related policies and procedures to make sure they are consistent with the EEOC's position on working at home; and (3) include telecommuting as one of the options to be considered in responding to accommodation requests.

Board Meeting Minutes

Minutes – August 5, 2003, 5:00pm, Government Center

PRESENT: Davis Walker, Bruce Jennings, Cyndy Rupe, Karen Edmonds, Cindy Hale, Lorraine Wachsman, Kathy Janosko, and Rita Turpin.

- Thank you to Keith Foreman and Melani Bland for their work on the Board this year!
- Davis requested that we work to re-develop the relationship with Junior Achievement. This program is very active in the Montgomery Schools. It introduces students to the business world. Students are required to set up their own company and keeping it going for 6-8 weeks. Once completed, they receive a civic award. It was voted that we give \$250 donation this year.
- Social Committee has a Baseball outing planed for August 29th and it will be hosted with the Roanoke SHRM. The next event will be the Golf outing on September 26th, and volunteers are still needed to help out.
- Bruce Jennings was asked to assemble the Board's Nominating Committee, which also inslcudes Jim Cowan, Davis Walker, and Melissa Zienius.
- Rita reported on the certification information she received from HRCI. The chapter will purchase the Facilitator Guide and then offer the study guides at a discounted rate. Group classes will be held by SPHR'S.
- Cindy Hale will take over the duties of the Treasurer and Melissa Cox will take over the duties of the membership organization through the end of this year .

Articles for SHRM Newsletter

Articles for each month's newsletter are due on the last Tuesday of the previous month. For the **October** newsletter, the deadline would be **September 27th**. They may be sent to the Chapter's secretary, Cyndy Rupe, at Cyndy@oakhalli.com, Cyndy's telephone number is 540-387-0000.

2003 Calendar of Events & Annual Meeting Schedule

January 16, 2003NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg 7:30 a.m.
Flippin, Densmore, Morse & Jessee “Legislative Update”/ Installation of Officers

February 20, 2003 NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Matt Hart, Literacy Volunteers “Workplace Literacy/ Certification Recognition”

March 20, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Ellen Dodson, SMIA “Long-term Care Insurance, Should It Be Part of Your Employee Benefits Package? ”

April 17, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Flippin, Densmore, Morse & Jessee “HIPAA—Down to the Wire: HIPAA Privacy Compliance”

May 15, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Dan Oyler, Management Association of Western VA “FMLA Overview”

June 19, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Dr. Mike Aamodt, Radford University “Employee Recruitment”

****Change of Venue**

July 17, 2003.....NRV-SHRM Breakfast Meeting at Warm Hearth Village, Blacksburg, 7:30 a.m.
Victor Cardwell & Tom Bagby, Woods, Rogers and Hazelgrove “FLSA Law Update”

August 21, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Dan Semones, Dept. of Rehabilitative Services “Diversity Training”

****PLEASE BE SURE TO “REPLY” TO THIS E-MAIL FROM CYNDY RUPE (Cyndy@oakhalli.com) BY TUESDAY, SEPTEMBER 16th IF YOU ARE PLANNING TO ATTEND THE SEPTEMBER MEETING. PLEASE INDICATE 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 18, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Jackie Hudson, Economist, Virginia Employment Commission. “Labor Market Analysis”

October 16, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Shelley Prochaska, SPHR, SHRM Area 2 Manager “National SHRM Update”

November 20, 2003.....NRV-SHRM Breakfast Meeting at Hampton Inn, Christiansburg, 7:30 a.m.
Jeff Van Doren, Flippin, Densmore, Morse & Jesse, Legal “Changes in Immigration and Employment Law”

December, 2003.....Winter Social TBA