

Winona, Minnesota

Winona Area SHRM Newsletter

September 2019



President's Note

By: Rebecca Rowe, SHRM-CP – Winona Area SHRM Chapter President



2019 MNSHRM State Conference October 13-15 | Rochester, MN

The 2019 MNSHRM State Conference is a can't miss HR industry event of education, networking and idea-sharing.

Keynote Speakers



Neen James



Judson Laipply

- Over 90 Breakout Sessions from top HR pros
- HRCI and SHRM CEU credits have been submitted with an estimated 15 that will be awarded
- Group Rate Discounts for 2+ attendees
- Monday Evening Concert featuring Deuces Wild Dueling Pianos

[Attendee Registration](#)

[Exhibitor and Sponsor Registration](#)



Click [here](#) to register for the MNSHRM 2019 State Conference !

Do you have your SHRM-CP or SHRM-SCP?

Do you plan to test for it before the end of 2019?

Do you want to join the Winona Area SHRM Board of Directors?

The Winona Area SHRM chapter is seeking a board member to be our resident PRO for all things SHRM-CP and SHRM-SCP! The **Certification Chair** role will focus on managing the chapter's SHRM certification program.; increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission; Encourage members to become certified and assist those who are recertifying.

If you are interested in this role with Winona Area SHRM, contact chapter President, [Rebecca Rowe](#) to discuss!





The Veterans at Work Certificate, developed for HR professionals, hiring managers, and front-line supervisors, is a multi-faceted program from the SHRM Foundation and brought to you with generous support from Comcast NBC Universal. Through the certificate program, you will learn:

- Learn the value that skilled veterans bring to the civilian workplace
- Demonstrate your commitment to attract, hire and retain these talented professionals
- Earn 10 professional development credits toward your SHRM-CP or SHRM-SCP recertification

The Veterans at Work Certificate is completely free and open to all. You do not need to be a SHRM member, and you do not need to hold a SHRM credential to earn this certificate.

To learn more, go to [SHRMs Veterans at Work Certificate Program](#) website.



The City of Winona has a civic volunteer opening on the Merit Board. This position reviews the hiring process for all permanent city staff. The board meets about once per month depending on hiring needs and often the meetings are less than 30 minutes long. The board is presented packets of information on final candidates and certifies a list that the City will use for hiring. The board may also choose to participate in the interview process in whole or in part.

Volunteer qualifications include:

- Being a resident of the city of Winona
- Committed to a 3-year term
- Interested in civic duty

No HR experienced is required. If there is someone you know at your business who has an interested in civic service, please share this information.

For more information or to express your interested, contact Deb Beckman, Human Resources Manager at (507) 457-8232 or by email at dbeckman@ci.winona.mn.us.



Monthly Meeting- Tuesday, September 10th, 2019 from 11:30 a.m. – 1:00 p.m.
Creating Confident Retirees

Presentation Summary:

During the *Creating Confident Retirees* presentation, we will discuss the responsibilities and opportunities that Plan Sponsors have in helping their employees prepare for retirement. Topics will include:

- Plan design features and the triple "A" gold standard
- What you should be getting from your vendors when it comes to retirement readiness and financial wellness
- Increasing financial confidence across your employee population

Speaker Bio:

Anna is the Vice President of Operations at Hays Financial Group and partners with corporation clients on all facets of their retirement programs from plan design to fiduciary governance and risk mitigation. Anna focuses on creative, flexible, and cost-efficient strategies which empower and enable investment committees to make informed decisions to meet their goals. Anna holds her Series 7, Series 66, Accredited Investment Fiduciary® and Certified Health Savings Advisor® designations.

The Tandeski Center Southeast Technical College Campus
1200 Storrs Pond Road Winona, MN 55987
Click [here](#) to register!



2019 Winona Area SHRM Calendar of Events

Month	Presenter	Topics
October	Sarah Bridges	Good People, Bad Decisions – How to Manage Unconscious Bias
	MNSHRM State Conference in Rochester, MN	
November	Jana O'Leary Sullivan	Free Speech in the Workplace
December	Heidi Wilkins	Inclusive Job Descriptions: Attracting the Right Talent <i>This will be our member appreciation event for the year so lunch will be provided to all members who attend.</i>

Click [here](#) to register and learn more about the 4th Annual Breakfast Forum *From: Handshake to #Hashtags*

The graphic is a collage of images and text promoting the 4th Annual Breakfast Forum. At the top left, a maroon box contains the text "4th Annual Breakfast Forum" in large orange letters, with "From: Handshake to #Hashtags" below it. To the right, a light blue box shows the date "9.10.19" and "Celebrations on the River". Below these, a central blue box features a portrait of Scott Zimmer, labeled "Keynote Speaker: Scott Zimmer", with the "BRIDGEWORKS" logo underneath. To the left of this is a portrait of Callie Zipple. To the right are portraits of Garrett Jerue and Jami Gerke. At the bottom left is the "WorkforceConnections" logo with the tagline "Your connection to work and training." and the website "WWW.WCIBREAKFASTFORUM.COM". At the bottom right is a portrait of Jeannette Schreier.

Ultimate Software will be hosting a full-day, FREE HR Workshop on Tuesday, September 10th. If you are interested in attending, please click [here](#) to register.

The topics that will be discussed at this workshop include:

- *The Art of Science and Listening - and Hearing - the TRUE Voice of the Employee*
- *Creating a Total Rewards Program that Works for Employees*
- *Putting People First with HCM Technology*
- *Ally or Adversary? The Three Secrets to Cultivating Winning Relationships*
- *Effective Employment-Investigation Techniques*

Eligible for 4.5 SHRM PDCs.

The graphic is a promotional banner for "Ultimate Software's HR Workshop". It features a background image of the JW Marriott Minneapolis Mall of America building at night. On the left, text reads "JOIN US AT ULTIMATE SOFTWARE'S HR WORKSHOP" in green and white, followed by "SEPTEMBER 10" in a purple box. Below this is a location pin icon and the text "JW Marriott Minneapolis Mall of America Minneapolis, MN". The "Ultimate Software" logo is in the top right corner. At the bottom left is the "HR WORKSHOP" logo with the tagline "Investing in your career". A large purple button on the right says "REGISTER NOW" with a right-pointing arrow.



Recruiting and Training Manager

At RTP Company, we formulate and manufacture plastic materials for some of the most famous brands in the world. We are a global company with 20+ facilities worldwide.

We are currently looking for an experienced recruiter and trainer who can create and manage recruiting and training solutions to ensure the company attracts, retains, and develops key talent in the organization. This role requires someone who can manage both the strategic and hands-on activity of the position and who drives continuous improvement in his/her daily work.

This is a new position that will report directly to the CHRO and work with a small corporate team to support our growing, global company. Qualified candidates must have prior manufacturing, recruiting, and training experience.

To see our employment page for a full job listing and to apply, visit: www.rtpcompany.com.

AAP/EEO Employer

If you would like to post an HR-related position with Winona Area SHRM for 70+ HR professionals to view, please email Rebecca Rowe. All postings are active for 30 days and can be renewed. Job postings are included in the upcoming monthly newsletter and all social media outlets.

- HR Internships for companies with a Winona Area SHRM member in good standing – FREE
- HR job postings for companies with a Winona Area SHRM member or other regional member or other regional SHRM chapter member in good standing - \$40.00
- HR Internships and/or job postings for companies with no Winona Area SHRM or regional SHRM chapter member - \$60.00



Do you wish you could request feedback from your local HR colleagues on various topics? Well now you can!!! Winona SHRM offers a private email group to all of its members!

Visit <https://groups.yahoo.com/neo/groups/winonashrm/info> and you will have three options:

1. Login to your existing Yahoo account
2. If you don't already have a Yahoo account you can create an account
3. Or you may choose to use an existing email account

Once you complete this step you will be asked to enter the Account Key which is sent to your designated email. Lastly, you will click "Join Group" and request to become connected. Once you receive the approval email you are now enrolled in the group and you may begin participating in the conversation!



Winona Area SHRM's Mission, Vision & Values

Mission – (Why we exist)

The Winona SHRM Chapter is a professional organization that exists to:

- Build and sustain partnerships with human resource and business professionals, to address challenges that influence the effectiveness and sustainability of our organizations and communities.
- Provide a community for human resource and business professionals to share expertise and create innovative solutions on people management issues.
- Proactively provide education and research to human resource and business professionals to enhance our organizations and communities.
- Advance the HR profession through outreach, mentorship, and advocacy.

Vision – (What we want to be)

To be the leading resource on people management skills.

Values – (What we stand for)

- Strategic – in our thinking and planning
- Honorable – to our members, our organizations, and our communities
- Respectful – to the SHRM bylaws and legislative guidelines
- Mentorship – guidance and partnering with HR professionals

People, it's our business!

Membership

Beth Ede – Legislative Representative

EEO-1 Component 2: Pay Data Reporting Due by September 30th

The Equal Employment Opportunity Commission (EEOC) EEO-1 Component 2 pay data reporting is due by September 30th. In response to the upcoming requirement, the EEOC released a sample form, instructions and FAQs to help employers submit employee pay data which must be sorted by job category, race, ethnicity and sex.

Earlier this year, employers were required to submit the EEO-1 Component 1 data that lists employees by job category, race, ethnicity and sex. Component 2 asks for employees' hours worked and pay information from their W-2 forms, broken down into the same categories.

Businesses with at least 100 employees and federal contractors with at least 50 employees and a contract with the federal government of \$50,000 or more must file Component 1 of the EEO-1 form. **However, only employers with at least 100 employees, including federal contractors, must file Component 2.**

There are many resources to help you through this process – below are resources from SHRM, EEOC, and others:

SHRM Resources:

[Employers Should Review EEO-1 Guidance Before Pay-Data Reporting Deadline](#)

SHRM | Jul 2019

[EEO-1 Component 2: Employers Must Report 2017 and 2018 Pay Data by 9/30/19](#)

SHRM | May 2019

Other Resources:

[Additional Insights on the New Updated EEO-1 Component 2 Pay Data Materials](#)

Jackson Lewis | Jul 2019

[EEOC's Employer Notification Efforts Timeline](#)

Faegre Baker | Jun 2019

EEOC Resources:

Reporting Portal - click [here](#)

EEOC Help Desk (877) 324-6214 or EEOCcompdata@norc.org

Proposed EEO-1 Form to collect pay data – [Sample Form](#)

[Instruction Booklet for Filers](#)

[User's Guide](#) – instructions for using the Component 2 EEO-1 Online Filing System

[Frequently Asked Questions](#)

[Fact Sheet for Component 2 EEO-1 Report Filers](#) – a list of important deadlines, reminders, and definitions to support a successful submission of Component 2 data

[Component 2 EEO-1 Compensation Data Collection Initial Notification](#) – copy of USPS

letter to notify companies of the immediate reinstatement of the revised Component 2 EEO-1 collection

SHRM Board of Directors

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DOL Proposes Changes to FMLA Forms – Mixed Reviews

The U.S. Department of Labor (DOL) is suggesting changes to the forms employers commonly use to administer the Family and Medical Leave Act (FMLA). The DOL said its goal is to make the optional forms easier to understand, but some management attorneys worry medical providers will be confused by the revisions.

The proposed changes would include fewer questions requiring written responses and instead have statements with check boxes. There would also be a reorganization of the medical certification forms to more timely be able to determine if an impairment is a serious health condition covered by FMLA.

You can review the proposed changes below in the draft forms. Comments on the proposed revisions are welcome through October 4, 2019.

The forms the DOL has proposed updating are:

- [WH-380-E](#) Certification of Health Care Provider for Employee's Serious Health Condition.
- [WH-380-F](#) Certification of Health Care Provider for Serious Health Condition of the Family Member.
- [WH-381](#) Notice of Eligibility and Rights and Responsibilities.
- [WH-382](#) Designation Notice.
- [WH-384](#) Certification of Qualifying Exigency for Military Family Leave.
- [WH-385](#) Certification for Serious Injury or Illness of a Current Servicemember for Military Family Leave.
- [WH-385-V](#) Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave.

Stay tuned!

DOL Sending Federal Overtime Rule to White House for Review

The U.S. Department of Labor (DOL) is looking to finalize the federal overtime rule as soon as possible. The rule would raise the salary threshold for the Fair Labor Standards Act's (FLSA's) white-collar exemptions from \$23,660 to \$35,308 per year. If finalized, the new overtime rule would result in the reclassification of more than a million currently exempt workers as nonexempt and an increase in pay for others to get them above the new threshold.

BE ADVISED – Form I-9 expires August 31st, so look for an announcement extending the form's expiration date and whether anything will change.