

# STILLWATER AREA HUMAN RESOURCE ASSOCIATION



2007 SHRM **SUPERIOR MERIT AWARD**  
CHAPTER

WWW.STWAHRA.SHRM.ORG

March 2011



Thursday, March 17th

International Honor Society Alpha Epsilon Chapter. Sherry is certified as a Professional in Human Resources.

Plan to join us at Joseppi's Italian Kitchen, 223 E Hall of Fame in Stillwater from 11:30 - 1:00 pm on Thursday, March 17th. The cost is \$12 for members and \$14 for non-member/guests. Please RSVP to Tonisha Van Pelt at [tonisha.van\\_pelt@okstate.edu](mailto:tonisha.van_pelt@okstate.edu) to ensure your seat at the table!

## New SAHRA Website

Have you visited the SAHRA website recently? If not, you should! Cathey Bowyer SAHRA Webmaster, has been working on the conversion from the old site, integrating it with SHRM.

The new site is much more streamlined and user friendly. Thanks, Cathey, for all your hard work! Be sure to check out the website today!

[WWW.STWAHRA.SHRM.ORG](http://WWW.STWAHRA.SHRM.ORG)

## Dates to Remember:

**Friday, March 18 & Saturday March 19**

2011 Southwest Central Regional Student Conference \* Oklahoma State University \* Stillwater

SHRM's Regional Student Conferences provide students with the opportunity to network with HR Professionals, explore potential careers in human resources, and expand their knowledge of human resource management (HRM). Attendees meet other students, HR professionals and student chapter advisors from their regions to share experiences and exchange ideas. Registration begins March 4. Non-member price is \$35.00/Member price is \$30.

## Presentation by Sherry Johnson, Field Services

Sherry Johnson, PHR, is Field Services Director in the Southwest Central Region for SHRM and is based in Round Rock, Texas, in the Austin area. She has accountability for the states of Arkansas, Louisiana, Missouri, Oklahoma and Texas. Sherry also serves as SHRM's staff liaison to the Government Affairs Core Leadership Area and Large Chapter Leadership Area and the Large Chapter Presidents Group. She is also a member of the SHRM Speaker's Bureau.

Sherry is a strong advocate for SHRM and the Human Resources profession. She served as President of her local SHRM chapter and held a seat on the Texas SHRM State Council.

Sherry served as the Director of HR at the Greater Williamson County YMCA and Round Rock school district prior to joining SHRM. She is an active volunteer in her community serving on school boards. Sherry holds a Bachelor's degree in Business Management and was inducted as a lifetime member of the Phi Theta Kappa

Visit [www.SHRM.org](http://www.SHRM.org) for more information.

### Thursday, April 21

\*Part 2: Employee Discrimination and Sexual Harassment Investigations \* Presented by Mackenzie Wilfong, Director of Affirmative Action, Title IX and ADA Coordinator for OSU \* Joseppi's \*  
11:30 am – 1:00 pm

### Wednesday–Friday, May 4–6

2011 Oklahoma State Human Resources Conference & Exposition \* The Embassy Suites Hotel and Conference Center \* Norman  
“HR – The Profession of Champions”



For additional information or to register, go to:

<http://www.okhrconference.com>

## SAHRA Membership

The Stillwater Area Human Resources Association membership is January through December; however, individuals are encouraged to join at any time and membership dues will be prorated.

SAHRA offers two membership levels:

Level I – This membership costs \$25 and includes attendance for all monthly meeting programs as well as voting rights

Level II – This membership costs \$125 and includes attendance and discounted lunch for all monthly meeting programs as well as voting rights

Please remember that our Chapter is a 100%

Chapter, which means all SAHRA members must also be members of SHRM.

First-time SHRM members can join for only \$165, and renewing SHRM member dues are \$180.

At this time, SAHRA would like to take a moment to welcome our newest members:

- Cathey Bowyer, Bowyer Painting
- Mallory Hovde, Frontier Electronic Systems
- Blake Maguire, Oklahoma State University
- Norah McNeil, OnCue Marketing
- Barbara Twist, Stillwater Milling

*Welcome New SAHRA Members!*

*Cathey Bowyer*

*Mallory Hovde*

*Blake Maguire*

*Norah McNeil*

*Barbara Twist*

Please help these new members become acquainted with SAHRA and all we have to offer!

Also, be sure to recommend SAHRA and SHRM memberships to your friends and colleagues!

## 8 Common Pay Errors

With the increased interest from the Department of Labor's Wage and Hour Division regarding the enforcement of the Fair Labor Standards Act, now is a good time to ensure your company is practicing proper pay procedures. Remember, employees have two years to sue for non-willful mistakes, and three years for willful mistakes. Employees who successfully sue current or former employers are entitled to back wages and the possibility of liquidated or double damages.

Following are 8 common overtime pay errors you should avoid:

- 1.) Not paying for all of employees' pre- and

post-work activities. Employee's pre-work or post-work activities are compensable if the activities are principal activities that benefit the employer, not the employees. Examples: A class of sales associates for Polo Ralph Lauren wanted to be paid for approximately nine minutes per shift per day during which their bags were checked for stolen merchandise. The company settled to the tune of \$4 million. The Department of Labor accused the Maricopa County (AZ) Sheriff's Office of leaving the time for pre-shift meetings off the official paid time records for detention officers and sergeants. The employees received over \$2 million in back wages.

- 2.) Not paying employees who work through breaks. Employees don't need to be paid for their meal breaks if those breaks are at least 30 minutes long and employees are completely relieved from work. Watch out: Some time-keeping systems automatically deduct for meal breaks, whether or not employees are completely relieved during that time. Rest breaks, which normally last between five and 20 minutes, are compensable.
- 3.) Not paying employees for waiting time. Employees who show up for work, but then must wait around for something to do, must be paid for that time. Example: Call center employees for Teleperformance USA who spent time waiting for work areas to become available after their shifts started had to be paid for that time.
- 4.) Not paying employees for travel time. Employees' commuting time isn't normally compensable. This is true even if employees go from home to the first job of the day and return home after the last job of the day. But employees' travel time to

different job sites during the day is compensable. Flip side: Employees who first report to the office and then travel to job sites must be paid for the travel time between the office and the job site.

- 5.) Not paying telecommuters for all hours worked. Employees who work from home must be paid for every hour worked. The problem is getting them to keep accurate track of their hours. Judging from their output, you may determine that telecommuters are working longer than their records indicate. Employees who work unauthorized overtime must be paid, but

*"A class of sales associates for Polo Ralph Lauren wanted to be paid for approximately nine minutes per shift per day during which their bags were checked for stolen merchandise. The company settled to the tune of \$4 million."*

can be disciplined. Work with the IT Department to allow managers to monitor telecommuters' work hours.

- 6.) Not combining hours for employees who work at different locations. Employees who work for the same employer, but at different locations during the same workweek, must have their work hours combined and be paid for all hours worked.
- 7.) Averaging hours worked during different weeks in pay period. Employees are paid per workweek - a continuous 168-hour period. Employees who work 50 hours during one week and 30 hours during the second week of a two-week pay period

must be paid overtime for the 10 hours worked during the first week. You can't average hours over those two weeks, which would result in no overtime pay.

- 8.) Miscalculating overtime pay. Employees earn overtime at 1.5 times their regular rates of pay. As a general rule, any payment that's measured by or based on employees' hours worked, production, or efficiency must be included as part of the regular rate of pay for purposes of calculating overtime. So don't forget to include the following: shift differentials, bonuses, commissions, and other incentive payments.

To eliminate your risk for costly wage and hour violations, as well as to reduce unnecessary overtime hours, take the following steps:

- 1.) Find and fix inefficiencies in employees' time management skills.
- 2.) Evaluate employees' skill sets. Ideally, employees are working on tasks which they are the most skilled and can complete in the most efficient and timely manner.
- 3.) Check that workloads are reasonable and balanced, especially if your company has recently gone through downsizing. Determine whether deadlines can be lengthened, tasks can be reassigned for maximum efficiency, non-essential tasks can be eliminated, or processes can be tightened.

## Share It With Us

Got something to share or an announcement to make, such as an exciting professional achievement? Let SAHRA acknowledge and post it in the monthly newsletter. Please submit to Cheryl Garrett @ [c\\_garrett@oncueexpress.com](mailto:c_garrett@oncueexpress.com)

\*All submissions are subject to SAHRA Board approval and SHRM guidelines.

## SAHRA/OSU HRMA Mentor Program

By: Cathey Bowyer

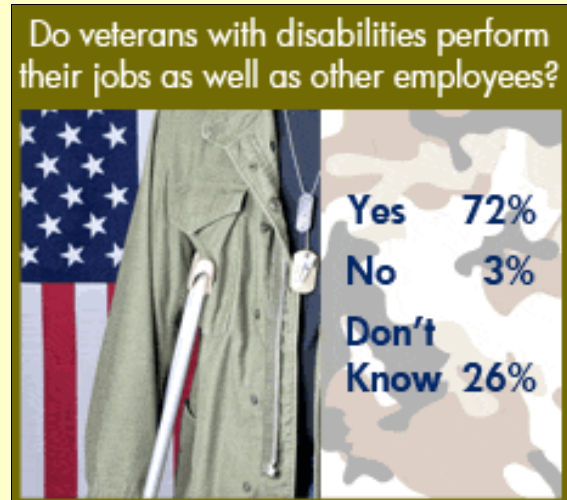
The SAHRA/OSU HRMA Mentor Program offers a structured setting in which to develop beneficial one-on-one relationships between students and professionals. Take advantage of the opportunity to encourage and advise students by sharing your experiences and knowledge of the HR profession.

Joining the mentor programs allows you to:

- Contribute to the professional development of the future HR workforce
- Identify potential interns and new hires for their organization
- Assist students in beginning successful careers
- Give something back to the profession

To obtain the Mentor Program Guidelines and Application, please visit the [SAHRA website](#) and return the completed application forms to Coral White at [coral.white@okstate.edu](mailto:coral.white@okstate.edu)

## SHRM Poll Findings:



See complete details from this poll's findings at:

<http://www.shrm.org/Research/SurveyFindings/Articles/Pages/Recruitingdisabledvets.aspx>

## HR Job Postings

Does your company have an opening in human resources? If so, take advantage of low advertising costs and place your ad in the Stillwater Area Human Resource Association newsletter and on the front page of the SAHRA website.

Consider the following:

1. \$75 per advertisement - one position
2. Position(s) must be related to human resource profession
3. Valid for 28 days from date of insertion
4. Advertisement may be renewed - \$40 renewal fee for 28 additional days
5. Must supply logo in .jpg or .gif format
6. Must supply advertisement as Word document, PDF format, or by e-mail
7. Do not need to be SAHRA/SHRM member

For more information, please contact Coral White, [coral.white@okstate.edu](mailto:coral.white@okstate.edu), (405) 744-5379.

## Job Opportunities:

### Human Resources Manager – Meat Processing Plant – Ponca City

Our client is an Oklahoma-based meat processing company and ranked among the Top 25 Elite meat processors in the country. This position will manage all functions in a new poultry processing facility located in Ponca city, Oklahoma, with responsibility for 200 employees.

The ideal candidate will be an experienced Manager and Generalist with focus on Safety and Employee Relations. The position will report directly

to the Plant Manager with dotted line reporting to corporate VP of Human Resources.

Experience required in the following HR disciplines:

- Employee and Labor Relations
- Safety Training and Compliance with OSHA
- Employment Law Compliance – ADA, ADEA, EEOC, FMLA, FSLA, etc.
- Recruiting, on-boarding and training
- Implementation and Administration of company policies and procedures
- Employee performance reviews
- Workers Compensation claims administration
- Payroll processing and administration

For immediate consideration, send resume to Stephany Haxel at [SHaxel@hlp solutions.com](mailto:SHaxel@hlp solutions.com)

HLP Solutions, founded in 1999, is a Recruiting and Staffing Search Firm specializing in placing Information Technology, HR, Mortgage, Accounting, Engineering, and Professional consultants nationwide into contract, contract to hire, and direct positions. Our team is a select group of experienced, Honest, Loyal, and Professional talent acquisition specialists, ready to help find the right opportunity for you. If you or someone you know is a good fit for this position then respond with a word resume and your requirements.

[WWW.HLPSolutions.com](http://WWW.HLPSolutions.com) also has a great referral program.

### MISSION STATEMENT

#### Stillwater Area Human Resources Association

*To be recognized and respected as an organization, which promotes the development of Human Resource professionals into strategic business partners within their organizations by providing professional growth through development programs, networking opportunities, and community service projects.*