

go the  
EXTRA mile,  
it's never  
crowded.

# VTHRA

## Vermont Human Resource Association

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[www.VTHRA.org](http://www.VTHRA.org)

#VTHRA

June 15, 2018



Register today at <http://bit.ly/CCFall2018CareerFair>

Hello VTHRA members,

Champlain College cordially invites your organization to participate in our Fall 2018 Career Fair on Monday, October 15, 2018. Fair hours are 1:30 until 4:30 p.m. with a Wine and Cheese Reception to follow. A prompt response will ensure a reserved table at the Fair and maximum publicity of your participation.

The fee is \$75 for our non-profit partners and \$250 for our for-profit partners. The fee includes standard six-foot table with two chairs, reception, and off-site parking with shuttle to Fair location.

Fair participation is targeted to employers who are actively recruiting positions of direct relevance to our majors. Visit [www.champlain.edu](http://www.champlain.edu) for a list of our academic programs to determine which ones align best with your talent needs.

It is always a sincere privilege and pleasure to engage with you as a preferred hiring partner. Please do not hesitate to contact us with questions.

Best regards,  
Tanja Hinterstoisser, PhD, Director, and the Career Collaborative Team  
802-651-5991 | [careercollaborative@champlain.edu](mailto:careercollaborative@champlain.edu)



## ***Understanding Vermont's Labor Market and What it Means for Your Pay Practices***

**DATE:** Wednesday, July 18th, 2018  
**TIME:** 7:30 a.m.- 8:00 a.m. Registration & Networking  
8:00 a.m.- 10:30 a.m. Program  
**PLACE:** Hampton Inn, 42 Lower Mountain View Dr., Colchester, VT

***Are you having trouble competing for talent in this tight labor market...and wondering why?***

***Are you wondering where to look to figure out what salary to offer for the new job that's just opened up in your company?***

***Have you been thinking about using or participating in salary surveys but haven't quite been sure what to do?***

You know it's hard to recruit and you're hearing that you're not alone in the battle for great talent, but do you know why? Come to our program to learn more about what is happening in the Vermont Labor Market today...and what is to come. We'll be learning from Matt Barewicz, an outstanding labor economist, about current trends in Vermont's workforce and we'll also get a glimpse into the future. To help you understand how your organization's pay compares to your competitors, several local compensation experts will discuss the importance of Market Pay-based compensation strategies, where you can find affordable local salary data, and how you can participate in the salary survey process to be sure your organization is represented.

### **About our Speakers**

***Mathew Barewicz, Economic & Labor Market Information Chief, Vermont Department of Labor:*** Mathew has over 12 years of professional experience as an economist across both the public and private sector. Additionally, he has provided economic instruction at the collegiate level. Prior to his work in economics, he was employed in the brokerage industry as an equity trader. Mathew graduated from the University of Vermont with a double major in economics and French. He earned his master's degree in economics from San Diego State University. In his free time, Mathew supports music and the arts.

***Greg Paradiso, Director, Benefits, Compensation & HRIS, University of Vermont:*** Greg oversees benefits, compensation and HR information systems for the University of Vermont. Greg has over 25 years of experience in human resource management with mid-size and large employers. Prior to joining UVM, he served as an employer consultant with Hickok & Boardman HR Intelligence, Director of Benefits & HRIS for McCormick Spices in Baltimore, Maryland and Director of Compensation, Benefits & HRIS for Glatfelter Paper in York, PA. Greg earned his BS in Labor Relations at Cornell University and an MBA at the University of Maryland. Greg is a Senior Certified Professional with the Society for Human Resource Management and a Certified Compensation Professional with WorldAtWork.

## ***Understanding Vermont's Labor Market and What it Means for Your Pay Practices .....continued***

**Michelle Lewis, HR Consultant, HR Delta, LLC:** Michelle helps organizations think differently about People, Pay, and Processes through her work as an HR Consultant with HR Delta, LLC. Building on formal training and education in HR, Michelle has held frontline and managerial HR positions with local organizations such as Howard Center and IDX and with global organizations such as General Electric, Texas Instruments, and Wyeth. Michelle applies her training and experience in Compensation and Benefits, Leadership Development, HR Systems, and Lean Six Sigma to help organizations optimize their compensation strategies, develop their leaders, create succession plans for the future, and streamline their HR processes and systems. She has worked to advance HR education and practice through service on the board of the Vermont HR Association, including two terms as president. Michelle's community involvement also includes serving on the board of the King Street Center in Burlington. Michelle earned her BBA in Organizational Behavior and Human Resources and her MBA in Human Resource Management from the University of North Texas and holds SPHR and SHRM-SCP certifications through HRCI and SHRM, respectively. Michelle has also earned the Certified Compensation Professional (CCP) and Certified Benefits Professional (CBP) certifications through World at Work.

### **Amanda Royer, UVM Medical Center:**

Amanda has over 10 years of experience with some of the largest organizations in Vermont. For the last four years she has been focused on Compensation at the University of Vermont Medical Center (UVMHC). In this role Amanda is responsible for the day to day operations of Compensation including, job evaluations, salary surveys, salary quotes, equity reviews, and pay increases. Prior to joining UVMHC, Amanda worked in the HR departments at Keurig Green Mountain and National Life Group. Amanda graduated from the University of Vermont with a BS in Business Administration (HR Concentration) and graduated from Champlain College with a MBA. She holds the PHR and SHRM - CP certifications.

### **Frank Sadowski, Partner, Human Resources Consulting, Gallagher Flynn & Company:**

Frank Sadowski established the Human Resources Consulting Division of Gallagher, Flynn & Company in 1997. His work focuses on executive and professional recruiting, consulting on a wide range of compensation issues, supporting strategic planning and other organization development efforts, and working on issues related to business ethics and corporate purpose. Immediately prior to coming to GFC, Frank was the Principal of Sadowski Consulting Services in South Burlington, Vermont for seven years. Frank received his undergraduate degree in psychology from Cornell University, attended Harvard Divinity School as a Rockefeller Fellow, and earned a Master's in Public Policy from the University of Michigan. He has received Senior Professional Human Resources (SPHR) certification. Outside the firm, Frank helped create Burlington's Ronald McDonald House and the Lake Champlain Waldorf School. He has been a trustee of the Pine Ridge School and president of the Vermont Chapter of the American Society for Training and Development. He graduated from Episcopal Divinity School in 2014 with a Masters of Divinity degree, focusing on business ethics and issues related to faith and spirituality in the workplace. He currently serves on the board of Vermont Businesses for Social Responsibility.





# All the fun of the Fair at a lower price!

The Champlain Valley Fair is pleased to offer advance group sales tickets to your organization for the Champlain Valley Fair. These tickets, which save up to 25% off the regular admission, ride bracelets and ride tickets, make great incentive or "thank you" gifts for your employees, customers, volunteers or organization's members. We also offer multiple day passes which offer even greater savings over the regular gate admission prices.

Champlain Valley Fair Group Sales (Minimum Group Ticket Order is 20 single-day adult tickets – Ask us about large group incentives)		
Single Day Tickets	Number Ordered	Total Cost
(Save \$4.00) Adult Admission - \$8.00 x	=	\$
(Save \$1) Child (age 5-12) Admission - \$4.00 x	=	\$
Multiple Day Passes		
(Save \$80) 10-Day Fun Pass - \$40.00 x	=	\$
(Save \$16) 3-Day Fun Pass - \$20.00 x	=	\$
Admission Tickets Do Not Include Parking		
Midway Ride Specials		
(Save \$5) 30-coupon ride card - \$15.00 x	=	\$
(Save \$6) Pay-One-Price Ride Bracelet Voucher* Good any one day of the Fair! - \$24.00 x <small>*Pay-One-Price is non-transferable</small>	=	\$
<b>Subtotal</b>		\$
<b>Handling charge per order</b>		\$ 3.00
<b>Total Amount Enclosed</b>		\$
<b>Choose Delivery Method: Pick up Tickets ___ Mail tickets ___</b>		



**Group Sales  
Order Deadline is  
Friday, July 6<sup>th</sup>**

Send order to:  
Shawn Quinn  
Champlain Valley Exposition  
P.O. Box 209  
Essex Junction, VT 05453-0209

Questions? (802) 878-5545 x27  
squinn@cvexpo.org

Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business check (no personal checks) enclosed \$

Or by Credit Card: VISA MasterCard Am Express

Card #: \_\_\_\_\_ Exp \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: (required) \_\_\_\_\_

For office use only

Mailed: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

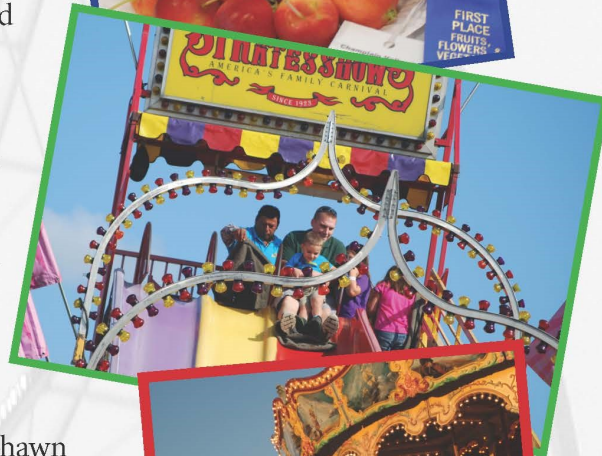
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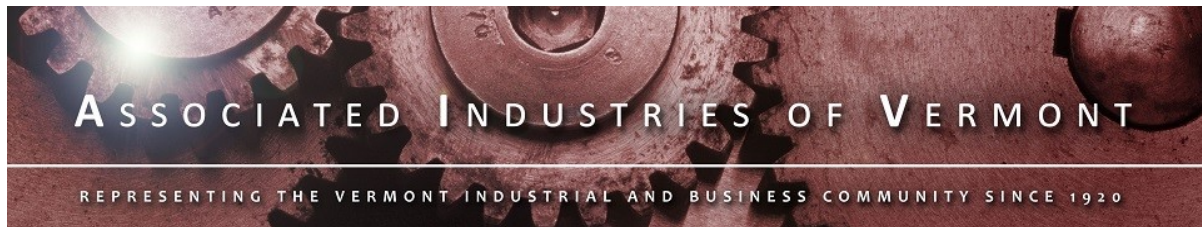


# Make a Day of It!

In addition to group tickets sales we also offer the opportunity for you to bring your company or organization to the Fair and make a day of it. We can provide you with a private meeting space, preferred parking, catering (from hot dogs and burgers to filet mignon and anything or everything in between), food vouchers, ride passes and more. If you can imagine it, we can probably make it happen. Your employees or group will enjoy the Fair and build rapport in a comfortable, out of the ordinary setting. Space options include indoor rooms or outdoor tented facilities and can accommodate parties from 20 to 1,000. We can also help you arrange for entertainment if you are interested. Simply give us a call and we can help you plan a day that your group or organization will not soon forget, as mild or wild as you would like it to be. Call Shawn Quinn at 802-878-5545 x27, or email him at [squinn@cvexpo.org](mailto:squinn@cvexpo.org) and he will help you start planning your day. The Champlain Valley Fair, the ten best days of summer!



*Champlain  
Valley*  
**Fair**  
AUG 24 - SEP 2, 2018  
Presented by  
**PROGRESSIVE**



## Human Resources Seminar

Thursday, July 12 | Capitol Plaza, Montpelier

On **July 12**, Associated Industries of Vermont will host a special seminar focusing on key human resource developments and issues facing Vermont employers. The seminar will cover issues impacting private and public sector employers and the professionals who serve them, and will feature presentations, commentary, and audience Q&A with expert government and private sector presenters.

**Both members and non-members are welcome to register to attend.** Registration is required by **COB July 9** and costs \$50 for AIV members and \$75 for non-members. Complementary registrations and other benefits are available for sponsors and new members.

Prospective attendees are encouraged to send us questions and suggestions for the presenters ahead of time.

For questions and suggestions, as well as more information about the seminar, registration, sponsorship, membership, or other matters, please email [\*\*info@aivt.org\*\*](mailto:info@aivt.org).

To register, [click here](#) or go to the Events links at [www.aivt.org](http://www.aivt.org). We hope to see you there!

### **Marijuana law guidance for employers released by**

**Vermont AG** (taken from [vermontbiz.com](http://vermontbiz.com))

Vermont Attorney General TJ Donovan released guidance today aimed at assisting employers in navigating Vermont's new recreational marijuana law. The law goes into effect on July 1, 2018. The guidance, entitled Guide to Vermont's Laws on Marijuana in the Workplace, provides employers with an overview of the changes to Vermont's marijuana laws, and summarizes existing employment laws relating to drugs in the workplace.



## HR and Benefits Administrator (Full-time/temp)

Blodgett is looking for a team member to cover an employee's three-month leave. This is a full-time temp position. Support HR initiatives for the organization while building your skills in this dynamic and important field. Because the HR Department is small, you'll have the opportunity to be involved in many different tasks, including recruiting (the company currently has 20 openings), benefits administration, writing job descriptions, and creating and updating policies.

### Requirements:

- Must be very detailed oriented and maintain the confidentiality of employee information
- Respectful (there are four generations in the Blodgett workplace)
- Good communication skills
- Excellent interpersonal skills
- Positive attitude, team player, and professional demeanor
- Skilled in Microsoft Office

Hours: 40 hrs/wk; Mon-Fri, 7:30-4:00 with half-hour lunch break; some overtime

Wage: \$18-\$22/hr

Apply by email with resume, cover letter and reference list to [employment@blodgett.com](mailto:employment@blodgett.com). Address your cover letter to:

Lynn Wolski, HR Manager  
Blodgett Oven Company  
42 Allen Martin Drive  
Essex Junction, VT 05452





## **Payroll and Billing Clerk**

**Position Type:** Full-time/Non Exempt

### **Job Summary**

A fast paced Homecare & Healthcare Staffing Organization in search of a Payroll Clerk. The person will be responsible for maintaining employee confidence and protects payroll operations by keeping information. The Payroll Clerk will develop and maintain policies, systems, methods, and procedures for the effective management and control of the payroll function. Performs all activities necessary to process weekly and biweekly payrolls, including maintaining related records, processing involuntary deductions such as levies and garnishments, documenting and updating procedures, and preparing special reports for senior management.

### **General Duties & Responsibilities**

#### **Payroll**

- Bi-weekly multi-state payroll processing for 250+ employees
- Weekly payroll processing for 25+ employees
- Day to day payroll operations including
  - Resolves payroll discrepancies by collecting and analyzing information
  - Provides payroll information by answering questions and requests
  - Assist employees with payroll related issues
- Proven ability to manage multiple projects concurrently while meeting frequent deadlines
- Demonstrated experience with process improvement
- Extensive experience with ADP Payroll Systems including strong working knowledge of ADP reporting and ADP Time & Attendance
- Manage Workers Compensation Audits

#### **Billing**

- Bills customers by matching timesheets and backup documentation for invoices
- Issues credit/debit memos through system to correct errors in either payroll, billing or both
- Correction of original invoice to send to clients
- Correctly interpret client contracts for paying and billing for different types of pay

### **Requirements**

- Extensive knowledge of ADP and ability to develop reports as needed
- Must be analytical and detailed oriented with the ability to multitask
- Working experience of payroll tax at the federal, state and local levels
- Proficiency in MS Excel (filters, formulas)
- 2-3 years of experience in processing payroll in a high volume environment, especially with hourly employees or contract employees
- QuickBooks: 2 years

Please send resume to: [jeanne@tlcnursing.com](mailto:jeanne@tlcnursing.com) or call: 802-391-8402



PLEASE share your companies awards,  
new HR hires, best practices, etc!  
That is one of the benefits of being a  
VTHRA member is having access to  
what other organizations are doing!

PLEASE SHARE!

Submit to [news@vthra.org](mailto:news@vthra.org).

Remember that  
the 6 most expensive  
words in business are:

"We've always done it  
that way."

Catherine DeVrye

"COMPLAINING  
ABOUT A  
PROBLEM  
WITHOUT POSING A  
SOLUTION  
IS CALLED  
WHINING."

-Teddy  
Roosevelt

[www.thesurvivalmom.com](http://www.thesurvivalmom.com)

### Upcoming SHRM/HR Events

SHRM Learning System VTC, Williston Campus	Fall 2018	<b>Register at:</b> <a href="https://events.vtc.edu/Register/2018SHRMCertPrep">https://events.vtc.edu/ Register/2018SHRMCertPrep</a>
Scholarships	On-going	<a href="http://www.vthra.org">www.vthra.org</a> <a href="http://www.vtshrm.shrm.org">www.vtshrm.shrm.org</a>
SHRM VT STATE CONFERENCE	September 26-27th, 2018 Hotel Burlington, Burlington	
Career Connections Event	May 8, 2019	

## RECENT JOB POSTINGS

Washington County Mental Health 6/11/2018	Human Resource Generalist Safety and Training	<a href="https://www.wcmhs.org/employment-application.html">https://www.wcmhs.org/employment-application.html</a>
UVM Medical Center 5/25/2018	Absence Management Administrator	<a href="https://uvmhealth.wd1.myworkdayjobs.com/EXTERNAL/job/Burlington-VT/Absence-Management-Administrator_R0009373">https://uvmhealth.wd1.myworkdayjobs.com/EXTERNAL/job/Burlington-VT/Absence-Management-Administrator_R0009373</a>
UVM Medical Center 5/25/2018	Talent Acquisition Partner	<a href="https://uvmhealth.wd1.myworkdayjobs.com/EXTERNAL/job/Burlington-VT/Talent-Acquisition-Partner_R0009459">https://uvmhealth.wd1.myworkdayjobs.com/EXTERNAL/job/Burlington-VT/Talent-Acquisition-Partner_R0009459</a>
Vermont Mechanical 5/25/2018	Director of Human Resources	<i>Please send resume and letter of interest to <a href="mailto:Jobs@vtmechanical.com">Jobs@vtmechanical.com</a></i>
PC Construction 5/18/2018	Director of Human Resources	<a href="#">Click here to apply</a>
VT Energy Investment Corporation 5/18/2018	Director, People and Culture	information on how to apply can be found <a href="#">here</a> .
Middlebury College 5/18/2018	Human Resources Partner	<a href="https://middlebury.peopleadmin.com/postings/17255">https://middlebury.peopleadmin.com/postings/17255</a>
Revision 4/27/2018	Contract Talent Recruiter	<b>TO APPLY:</b> Please visit our career site to learn more about the role and to apply for the position - <a href="https://www.revisionmilitary.com/en/join-our-team">https://www.revisionmilitary.com/en/join-our-team</a>
United Way of NW Vermont 4/14/2018	HR and Operations Associate	Send resume and cover letter via email to <a href="mailto:search-committee@unitedwaynvwvt.org">search-committee@unitedwaynvwvt.org</a>
Addison County Home Health 3/29/2018	Human Resources Director	Please email resume and cover letter to Kristen Smith at <a href="mailto:hr@achhh.org">hr@achhh.org</a>
University of VT 3/29/2018	HR Customer Service Specialist	Please apply w/ cover letter, references and resume at <a href="http://www.uvmjobs.com">www.uvmjobs.com</a> posting #S1507PO
University of VT/ Porter Medical Ctr 3/29/2018	HR Generalist	Interested individuals can apply online via this <a href="#">link</a> .
Vermont Creamery 3/16/2018	Human Resources Manager	<b>Contact Eliza Giroux</b> <a href="mailto:egiroux@vermontcreamery.com">egiroux@vermontcreamery.com</a>
Resonance 3/2/2018	Human Resources Generlist	Apply to: <a href="mailto:Jobs@resonanceglobal.com">Jobs@resonanceglobal.com</a>