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www.VTHRA.org

#VTHRA

August 4, 2017

Considering attending the NH Strategic Conference this fall?

We have a HR colleague that has to cancel her registration due to a work conflict. Unfortunately, they don't do refunds but will allow her to transfer to another individual.

If you, or someone you know would like to go—the fee would be **\$925** payable to her employer. It's a great conference and worth every bit of the \$925! Please contact news@vthra.org and we'll connect you!

Membership Inquiry

I'm trying to come up with an affordable HRIS system to keep everything organized and generate some more efficient work processes, include self service functions, track vacation and get rid of a few spreadsheets! Changing our payroll system is not an option, so it gets limited in choices and how things can sync. Does anyone have something that works well? Let me know?!?

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MONDAY
TUESDAY
WEDNESDAY
THURSDAY
BLINK
MONDAY



Wednesday, August 16, 2017
Hampton Inn, Colchester, VT
Networking: 7:30 am
Program: 8:00 am—10:00 am

Standing Out Online: How to Discover the Story Behind Your Personal Brand

This presentation will focus on YOUR personal brand and how it can impact your professional growth. Kate will help you to understand the importance of your personal story, which is what can reinforce one's personal brand, and then how it can all work together on LinkedIn. Whether you are in Human Resources, a small business owner or a C-Suite executive, you will find the value of developing your personal brand!

The key takeaways of the presentation are:

- Discover how your personal brand *IS* your reputation
- Walk away with tools to define your personal brand
- Nail down your personal story and make it relevant to your expertise
- Promote yourself in a way that's not 'salesy'
- Learn how to strategically network online and in person



Kate Paine helps executives and entrepreneurs stand out online so they become a recognized authority in their marketplace, and a respected asset to their company and clients.

She uses her journalism and marketing background to tease out her clients' compelling story and position them as an industry expert or thought leader both online and off. Discovering an individual's story makes her expertise uncommon in the world of online personal promotion. She's an expert on using LinkedIn as a powerful personal branding platform, speaks at national marketing conferences, and teaches how to use LinkedIn for lead generation in corporate sales training.

She is also a volunteer faculty member – teaching how to leverage LinkedIn – for The Honor Foundation (.org) in Virginia Beach. THF is a nonprofit, which provides an intense career development program for Navy SEALs and individuals in the Special Forces community who are transitioning from their active duty military service and into a civilian career.

This program has been submitted for SHRM certification credit hours. There will be no HRCI credits for this program.

Registration

To register go to: www.vthra.org . \$15 for *current* 2017 VHRA, GMHRA, and RVHRA members and \$25 for non-members through the Friday before the program.

As a SHRM Member, below are some of the links that are available!

VETS-4212 Reporting (Aug 1- Sep 30)

Filing Season Begins August 1

The 2017 filing season for the VETS-4212 starts on August 1, 2017 and ends on September 30, 2017.

NOTE: Any reports entered prior to August 1, 2017 are considered part of the 2016 filing cycle.

DOL Resources

VETS-4212 Federal Contractor Reporting Home Page

<https://www.dol.gov/vets/vets4212.htm>

Download a blank form

https://www.dol.gov/vets/programs/fcp/vets-4212_rev_2016.pdf

FAQ

<https://www.dol.gov/vets/contractor/main.htm>

https://www.dol.gov/ofccp/regs/compliance/faqs/VEVRAA_faq.htm

Veteran Self-Identification

OFCCP Posts New FAQs on Veteran Self-Identification

Q. If an individual self-identifies as a protected veteran at the pre-offer stage of the application process, but does not self-identify again at the post-offer stage, may a contractor still count the individual as a protected veteran for purposes of applying the hiring benchmark and performing the required data collection analysis?

A. https://www.dol.gov/ofccp/regs/compliance/faqs/VEVRAA_faq.htm?elq=a44944deb1a642078b72f06c40a6393f&elqCampaignId=2226#Q37

Q. The Veterans' Employment and Training Service (VETS) replaced the VETS-100A form with a new VETS-4212 form. The new form requires federal contractors to report aggregate data on the number of protected veterans that were newly hired and the number they employed. This is different from the previous requirement that contractors report the data by the number of veterans in each of the individual categories for protected veterans. To comply with OFCCP's VEVRAA requirements, must contractors continue to invite applicants to self-identify using the individual categories at the post-offer stage?

A. https://www.dol.gov/ofccp/regs/compliance/faqs/VEVRAA_faq.htm?elq=a44944deb1a642078b72f06c40a6393f&elqCampaignId=2226#Q38

Q. May a contractor continue to invite applicants to voluntarily self-identify as a protected veteran using the individual categories for protected veterans even though the new VETS-4212 form asks only for aggregated protected veteran data?

A. https://www.dol.gov/ofccp/regs/compliance/faqs/VEVRAA_faq.htm?elq=a44944deb1a642078b72f06c40a6393f&elqCampaignId=2226#Q39

Related Reading Express Request: [Veterans Hiring Benchmark](#)

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Employee & Labor Relations Manager

The Employee and Labor Relations Manager completes assigned projects and advises the Senior Director on the status of projects, reports and routine HR activities. This position works closely with HR staff employees to ensure appropriate employment practices for the managers, supervisors, and teaching and non-teaching employees of the Burlington School District.

Duties:

- Assists the Senior Director in the investigation and processing of disciplinary actions, as requested, ensuring equitable and fair treatment of all employees and compliance with applicable federal and state statutes.
 - Ensures that individual employee concerns or complaints are investigated, documented, and resolved in a thorough and timely manner.
 - Assists the Senior Director and department managers in resolving labor relations issues, as assigned.
 - Compiles and analyzes information and prepares reports, as requested by the Senior Director.
 - Manages communications with State agencies for regulated activities, as assigned.
 - Confirms employee license endorsements and assists in the attaining of licenses.
- Conducts background checks and assists in resolution of issues identified through the process.

Skills and Knowledge:

- Knowledge of employment and labor law and regulations.
- Strong interpersonal and effective verbal and written communication skills
- Demonstrated initiative, sound judgment, and problem solving and project management skills.
- Demonstrated commitment to customer service.
- Ability to provide proficient presentations and trainings.
- Ability to deliver a high level of productivity, balancing multiple areas of responsibility.
- Ability to work effectively with individuals in all constituencies of a diverse community, in sensitive, contested and/or emotionally charged situations requiring high degrees of confidentiality and discretion.

Minimum Qualifications:

Experience - Five years of related and progressively responsible experience as an HR generalist, labor/ employee relations specialist, or employment specialist, or the equivalent combination of relevant experience and education.

Education - Bachelor's degree required. SPHR, PHR, SHRM-SCP or SHRM-CP certification preferred.

Salary: \$48,500-\$60,000 depending on experience and education

To apply visit: <https://bsdvt.tedk12.com/hire>

— YAW OBENG — SUPERINTENDENT —

Change The Story Vermont (CTS) is a multi-year strategy to align
program, policy, and philanthropy to significantly improve
women's economic status in Vermont.

Mary Alice McKenzie invites you to Senator Leahy's 21st Annual Women's Economic Opportunity Conference

#LeahyWEOC

Saturday, Sept. 16, 2017

Vermont Technical College, Randolph

Mary Alice McKenzie is this year's keynote speaker at #LeahyWEOC. Mary Alice has served for a decade as the director of the Boys & Girls Club of Burlington, where she has worked tirelessly to help young women and men aim high and achieve their goals. A lawyer in her past life, her work with the Club has changed the course of kids' lives with initiatives such as the Early Promise program. In 2014, McKenzie was awarded Champlain College's Distinguished Citizen award and throughout her career, she has held leadership positions in for-profit and non-profit organizations. Her highly anticipated keynote promises to be inspiring and enlightening!

REGISTER HERE

Workshop Descriptions | 2017 Agenda

And, as Mary Alice reminds us, this event is a great one to bring a young woman (daughter, student, niece, etc.) to!

Change The Story is proudly fueled by:



Protect Your Employees This Flu Season

The UVM Medical Center's Employer Health Management Services is scheduling flu shot clinics for this fall. Worksite flu shot clinics make preparing for flu season easy and convenient for your company and your employees.

- Clinics are scheduled to meet your company's specific needs
- Both insurance billing and invoicing are available
- All services are provided by our Registered Nurses
- Clinics start in early October.



Call (802) 922-9381 or email EHMS@UVMHealth.org to book your clinic or if you would like more information.

Come Play, Seriously.....!

Learn how to bring the power of creative play and intensely effective communication to help your organization (or team) improve. The LEGO® SERIOUS PLAY® (LSP) methodology isn't for kids! Rather, it's a fast effective means to uncover and solve system and organizational issues of all kinds.

Join LEGO® SERIOUS PLAY® facilitators [Rod Sigurdson](#) and [Frank Del Medico](#) as they take us on a "test drive" of LSP. That's right, we will spend a couple of hours playing with Legos at this fun and educational summer networking event. Learn how LSP can help to

- improve meetings
- enhance innovation and problem solving
- maximize team synergy
- foster better communication
- embrace inclusion and diversity
- and more!

Rod and Frank will

- Teach us to build metaphors that are used in LSP
- Facilitate us through a series of focused techniques using the Legos that will help each of us to understand if LSP can be beneficial for our organization
- Help us to determine how to learn more or take the next step to using LSP



BACKGROUND: Building with LEGO bricks is a type of creative play that triggers a different kind of thought process, unleashing imagination and potential that is frequently untapped by the logical mind. Based on a robust set of theories originally developed by the LEGO Group, the method has proven to be successful in organizations around the world from start-ups to multinational corporations. At its core, it is about solving complex issues by building models using LEGO bricks. The metaphors in the models serve as the basis for group discussion, knowledge sharing and problem solving, and help foster creative thinking and finding unique solutions.

**The Granite State
Quality Council
www.gsqc.com**

**Wednesday, August 16th
4—6 pm
Northeast Delta Dental Conf Ctr
Concord, NH**

Join LEGO® SERIOUS PLAY® facilitators [Rod Sigurdson](#) and [Frank Del Medico](#) as they take us on a "test drive" of LSP. That's right, we will spend a couple of hours playing with Legos at this fun and educational summer networking event.

Register

When Caregiving Affects The Workplace — by Liz Vogel, Dots Inc.

Chances are if you attend a meeting at work with 10 colleagues, 6 of them are involved in caregiving in some fashion. It's hard to turn around these days and not hear, or know, someone who provides care for an aging parent. Family members conduct 80% of parental caregiving and the average age of a caregiver is 47. Of that 80% that provide care, 40% are men.

Caregiving is rarely something someone signs up for. It usually occurs either from an incident that suddenly changes the level of health of a parent, or a situation has progressed to such a state where parents can no longer take care of themselves. The situations vary and so does the introduction of caregiving into the workplace. Most caregivers, when first in the role, have a bit of a deer-in-the-headlights look to them. If the situation was sudden there is no ramp up time of education, things need to be taken care of immediately, it's generally serious in nature, and also often foreign in concept to the caregiver. Caregiving is generally deemed a private matter. The timetable of needs does not fall neatly inside a 9 to 5 workday and it can have a huge effect, both for the employee who finds they are suddenly providing care and for the business that employs them.

In the US the total estimated cost to employers for lost productivity due to caregiving is approximately \$34 billion dollars per year. \$800 million is the cost businesses lose in productivity for the supervisors who spend 55.7 million hours of company time a year dealing with employees who are caregivers. \$13.4 billion is the cost of the 8% increase in healthcare costs for businesses whose employees provide caregiving.

The average full-time employee providing eldercare costs their employer \$2,441 per year. 66% of those caregivers have had to make some adjustment to their work life, from reporting late to needing to leave mid-day, to taking a less demanding (and paying) job to giving up work altogether. 1 in 5 caregivers has had to take a leave of absence. Only 56% of caregivers have reported their supervisors know of their responsibilities. Only 53% of employers offer some version of flextime to help caregivers navigate their new life. 10 million caregivers who are 50+ in age, who care for their parents, lose an estimated \$3 trillion in wages, pensions, retirement funds, and benefits.

Those are the statistics. Here are some real life scenarios to describe something you may not even realize is occurring around you at work. All names have been changed out of respect for the individuals.

Carol is in the middle of giving a presentation. Her cell phone is near her laptop on silent. She sees a call come in from her father's senior residence. It's the nurse's station. She hesitates but ignores it. It occurs again. She ignores it. The third time it's the local police. She has to take it. Her father somehow managed to get out of the Alzheimer's ward and they believe he headed for downtown. She needs to go get him.

Roger provides care long distance. His mother was released to her residence after spending time in rehab. They were trying to find the right balance of medications. The staff was supposed to call him two hours ago. He is on conference calls most of the day. When he gets a break he tries calling the staff but it goes to their v-mail. He has no idea what is going on. He has tried four different times. Someone asks him a question over the phone and he doesn't even hear them ask the question.

Bill works in manufacturing. They have recently had some employees leave and the shifts are tight. His father has taken to calling him no less than twelve times a day. Bill can't have his cell phone on him when on the line and when he takes his break, he has half a dozen messages from his father and each one is more agitated than the next. He places a call to his father and it takes him 25 minutes to get off the phone. His supervisor is waiting for him when he walks out of the break room.

I was once told that the stress on caregivers is so significant that if a person provided 4 years of care, it could take up to 2 years for that person's body to recover at the cellular level once providing care was over.

It's important to create awareness at work that caregiving is part of the new normal. It's important for workplaces to come to terms with this and be open and honest about what they can provide. The employees are the best ones to ask, and the solutions are often not that difficult, or costly. Given the prevalence of the situation, it can be a very good opportunity to partner for outside services, or band with other businesses to form a joint solution. If caregiving has not affected you, you're lucky. But I can guarantee it has affected a colleague or friend at work, and one of the best things you can do is just be there, and listen, and offer to lend a hand to help them through those unforeseen moments that disrupt their day.

RECENT JOB POSTINGS

University of VT 7/28/2017	Benefits Advisor	To apply with cover letter, resume and contact info for 3 professional references to req#S1242PO at www.uvmjob.com
CAD Cut 7/28/2017	HR Business Partner	Send resume to awensky@webindustries.com
Spherion 7/28/2017	Recruiting Assistant	Www,spherion.com/jobs Reference ID: S_14650
City Market/Onion River Co-op 7/20/2017	Human Resources Manager	http://www.citymarket..coop/jobs
St. Michaels College 7/7/2017	Payroll and Benefits Assistant	http://smcvt.interviewexchange.com/jobofferdetails.jsp?JOBID=86336
Lyndon Institute 6/27/17	Director of Human Resources	Send resume and cover letter to Susan.graham@nfp.com
ECHO, Leahy Center 6/27/17	Human Resources Leader	Send resume and cover letter to jobs@echovermont.org
Planned Parenthood of Northern NE 6/15/2017	Human Resources Assistant	Interested applicants please submit a cover letter and resume by visiting our website at www.ppnne.org and apply under our JOBS section
Green Mtn Higher Education Consortium 6/15/2017	Wellbeing Coordinator	To apply: http://middlebury.peopleadmin.com/postings/15197 .
Revision 2/3/2017	Learning and Development Specialist	Visit our website www.revisionmilitary.com and apply through Career Opportunities.

Upcoming SHRM/HR Events

SHRM VT State Conference Killington, VT	September 28 and 29th	Registration Brochure (schedule, session descriptions, pricing) Registration
Scholarships	On-going	Www.vthra.org Www.vtshrm.shrm.org

Submitting a Job AD: VTHRA is happy to help spread the word of any HR /Benefits/Payroll related job ad to over 300 members in our weekly newsletter! To submit, please send to news@vthra.org. Please keep the following in mind when submitting:

- Please include your contact info of where to send a resume
- Please include your company logo
- Maximum length is ONE PAGE!
- There is no charge for this, however, we do ask that you encourage your new hire to become a VTHRA member if they aren't already!

After it runs in the newsletter it will be moved to this back page Job Board until it's filled. Please be sure to let us know so we can take it off. Thanks!