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www.VTHRA.org

#VTHRA

February 6, 2018



2018 Worksite Wellness Conference

Registration for the 2018 Worksite Wellness Conference is open! Join hundreds of Vermont business owners, human resources professionals and wellness experts to learn strategies and best practices in worksite wellness, share your experiences, and expand your professional network. This year we will have a keynote speaker from leading Worksite Wellness Organization WELCOA, twelve breakout session options, and an all new Ask-the-Expert session! We are also pleased to announce that we are now an approved recertification provider for the Society of Human Resources Management (SHRM) and the HR Certification Institute® (HRCI®).

When

Wednesday, March 21, 2018 from 7:30 AM to 4:00 PM EDT

Where

Doubletree by Hilton Burlington (previously the Sheraton and Hotel Burlington)
870 Williston Road, Burlington, VT

Register Now!

Download Conference Flyer

Our March program, *Managing the Human* is filling up fast! Just one hour after announcing we have 50 individuals signed up! If you are planning on attending—you may want to get your registration in early!



Please join us for this timely program and an opportunity to network with VTHRA colleagues.

DATE: Wednesday, February 21, 2018

TIME: 7:30 AM - 8:00 AM Registration
8:00 AM - 10:00 AM Program

PLACE: Hampton Inn, 42 Lower Mountain View Dr., Colchester, VT

Medicare and Your Plan: Benefit Issues to Consider

This presentation will cover Medicare and its implications for the management of your employer health plan. Starting with the basics of the four parts of Medicare, who is eligible, and what's involved in enrollment, it will then delve deeper into how an employee's Medicare benefits will interact with your medical plan, and how to avoid potential discrimination in your benefit offering. Topics such as interaction with COBRA, Section 125, and a Health Savings Plan will also be discussed, as will spousal Medicare enrollment. Employers will also learn what makes a prescription drug plan creditable, the related employee notice requirements and CMS disclosure, and how CMS matches data to determine whether Medicare or your health plan will be considered primary.

About our Presenter

Chase Cannon, JD, LL.M., NFP, VP and Deputy CCO, Legal and Compliance

Chase joined NFP in 2010. He currently works with firms, employers and brokers to help solve their employee benefits-related compliance, regulatory and legal issues. Prior to joining NFP, Chase worked as an attorney at the Internal Revenue Service (IRS), Office of Chief Counsel in Washington, D.C., where he advised IRS agents and attorney litigators and drafted taxpayer guidance, including federal income tax regulations and private letter rulings, on issues relating to health and welfare benefits plans. He also spent two years as a judicial clerk for the Honorable Stephen Swift of the United States Tax Court in Washington, D.C. Chase holds a Bachelor of Science in political science from the University of Utah, a Juris Doctor from the University of San Diego School of Law and a Master of Laws in Taxation from Georgetown University Law Center, and he is a member of the State Bar of Maryland.



Register ONLINE through the <http://vthra.org> website. Please email any questions to info@vthra.org! The registration fee continues to be \$15 for *current* 2018 VTHRA, GMHRA, and RVHRA members and \$25 for non-members through the Friday before the program. The fees increase to \$25 and \$35 respectively after that time.



This program has been submitted for recertification credit hours.





Please join us for this timely program and an opportunity to network with VTHRA colleagues.

Managing the Humans: It Takes Civility and Courage

DATE: Wednesday, March 14, 2018
TIME: 7:30 a.m.- 8:00 a.m. Registration
8:00 a.m.- 10:00 a.m. Training Seminar
PLACE: Hampton Inn, 42 Lower Mountain View Dr., Colchester, VT

In an era when many employees are feeling empowered to come forward with complaints about their work environment, and when examples of incivility and boorish behavior abound – how do you actually manage the humans without putting a target on your back or inviting a lawsuit? It requires a good understanding of the laws regarding discrimination, implementation of best practices, and courageous communication with employees. Come join us for a discussion about those “courageous conversations” and how to engage and inspire employees to good behavior that results in a positive culture. We will use real life examples, and invite lively discussion.

About our Speaker

Kerin E. Stackpole is a Director at Paul Frank + Collins, where her practice areas include employment law, business counseling and general civil litigation. A native of Burlington, Vermont, Kerin is admitted to practice law in Vermont, Maryland and the District of Columbia. Kerin is an honors graduate of the Washington College of Law, American University and of Wheaton College, Norton, Massachusetts.



Kerin was the Chair of the Employment Law Section of the Vermont Bar Association from 2000 until 2004 and in 2008 she received her certification as a Senior Professional in Human Resources. Kerin has been recognized as one of Vermont's top labor and employment attorneys by Chambers & Partners (USA); Best Lawyers of America and Super Lawyers.

Register ONLINE through the <http://vthra.org> website. Please email any questions to info@vthra.org! The registration fee continues to be \$15 for *current* 2018 VTHRA, GMHRA, and RVHRA members and \$25 for non-members through the Friday before the program. The fees increase to \$25 and \$35 respectively after that time.



This program has been submitted for recertification credit hours.



SHRM Vermont State Council

Legislative Advocacy Update

January 19, 2018



State of VT Update

Governor Scott delivered his Budget Speech this week, with a focus on the workforce, the shrinking population due to Vermont's older population and the younger population migrating to areas that are more affordable and offer additional opportunities.

The increase in general fund spending will go up from \$1.49 billion to \$1.56 billion, an increase of 2.33 percent. The total budget including federal spending, transportation, and education, will go up from \$5.8 billion to \$5.9 billion.

Points of Interest from the Budget Address: • Elimination of Social Security taxes on single retirees who earn \$55,000 a year or less • Provision of additional "Down Payment Assistance" to help more families buy homes; aiding 30+ families • An increase in the National Guard scholarship programs by \$250,000 • Exemption of military retirement pay from the state income tax • Expansion of the historic tax credit program for downtowns and village centers by \$250,000 • Provision of \$625,000 for home renovations and weatherization

Again this year Governor Scott called for no tax or fee increases. There continues to be a deficit in the education fund, and it estimated there would need to be an \$80 million increase in property taxes to bridge the gap.

The session is going quickly, with the crossover deadline targeted for March 4, two weeks earlier than usual. Typically, this deadline for bills to pass one chamber to make final passage is two weeks later. The legislature will clearly have to spend focused time on the issues that matter most to Vermonters this session.

It is anticipated that the Senate will take the month of February to explore the various increase in the minimum wage bills on the table, and has also signaled that they will move on the House passed bill on Mandated Paid Family Leave. As a reminder, Paid Family Leave passed the House last May by a vote of 88-58.

Federal update

President Trump delivered his State of the Union address this week, and SHRM was watching closely. He stated that the Tax Cuts and Jobs Act has already created jobs, and Trump believes the tax cut will spur businesses to give bonuses to workers, increase wages, raise their 401(k) matching contributions and expand paid leave programs.

There was a call for spending \$1.5 trillion on a "safe, fast, reliable and modern infrastructure our economy needs and our people deserve", which Trump believes would also create new jobs. SHRM responded to this initiative: "with low national unemployment and job opportunities in infrastructure on the horizon, SHRM encourages a revitalized national discussion about hiring untapped talent groups such as veterans, individuals with disabilities and individuals with criminal records."

Trump continues to push for the restriction of immigration by the construction of a border wall, increasing the number of border patrol agents and carefully screening immigrants who wish to come to the U.S. The Deferred Action for Childhood Arrivals (DACA) allows young children brought illegally to the country to be eligible for work permits, however, DACA is scheduled to end March 5. SHRM is in support of allowing these workers to continue to be in the country, and stated "In addition, there must be enough visas for employers to fill skills gaps and access the best talent for the workforce, along with protections, education and training for U.S. workers."

Paid family leave was briefly referenced during Trump's address, the budget proposal of March 2017 called for six weeks of paid parental leave, funded by state unemployment programs, and is designed to cover mothers, fathers and new adoptive parents. Congress has not been quick to address paid family leave. SHRM is in favor of workplace flexibility, and supports the Workflex in the 21st Century Act, H.R. 4219. Per SHRM's president and CEO, Johnny C. Taylor, Jr., "The bill fits the changing nature of people's work, their schedules and their needs."

Learn more about H.R. 4219 at:

[https://www.shrm.org/about-shrm/press-room/pages/workflex-in-the-21st-centuryact.aspx?
_ga=2.43811948.890327102.1509534995-171640431.1509534993](https://www.shrm.org/about-shrm/press-room/pages/workflex-in-the-21st-centuryact.aspx?_ga=2.43811948.890327102.1509534995-171640431.1509534993)

SHRM NEWS

SHRM released new survey and research results regarding workplace sexual harassment trends.

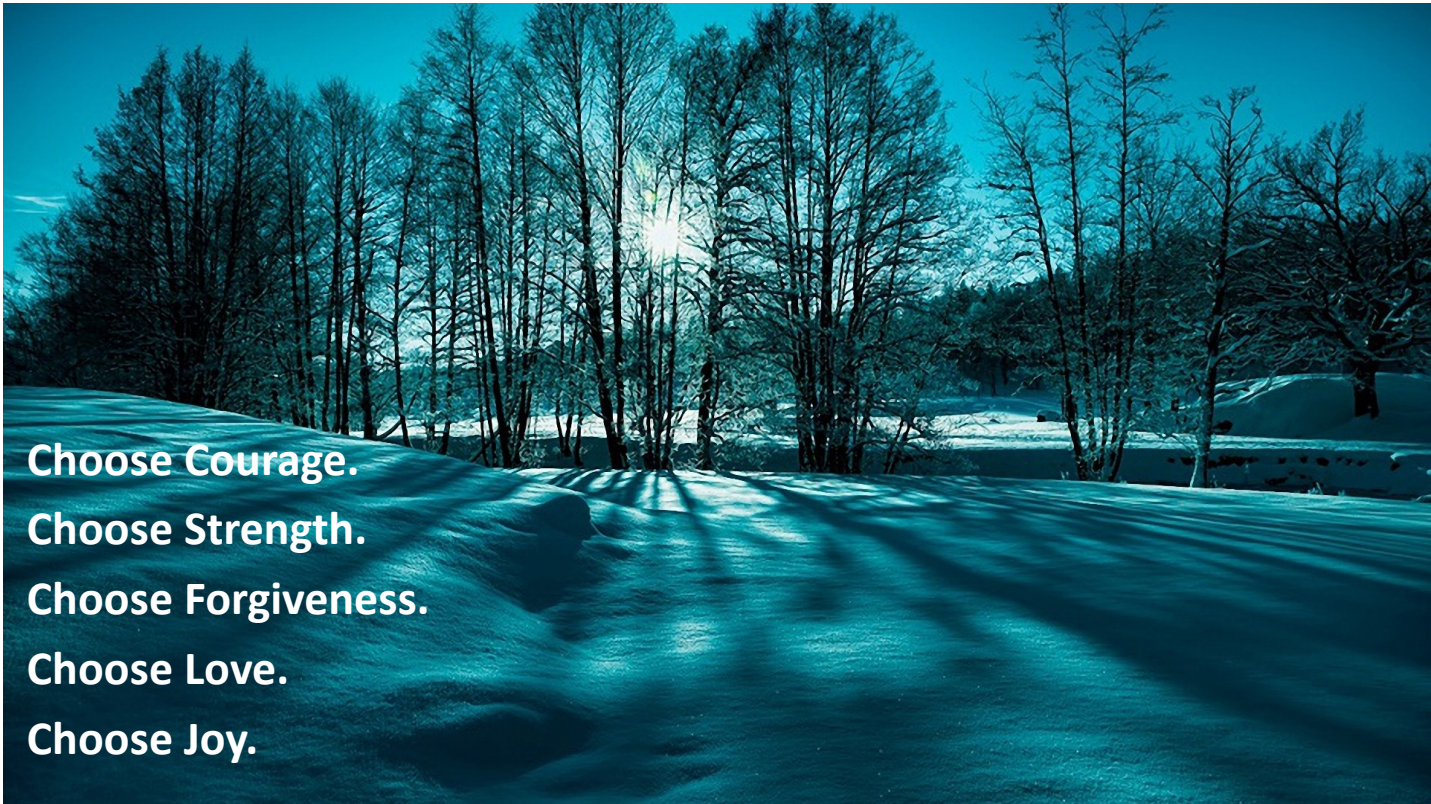
A staggering 76% of non-manager employees who experienced sexual harassment did not report it for many reasons, including fear of retaliation or a belief that nothing would change. Per SHRM, HR professionals are being encouraged to take preemptive actions, assess company culture, identify potential risks and train employees at all levels.

Check out and share this valuable and interesting new data from SHRM:

<https://www.shrm.org/hr-today/trends-and-forecasting/research-and-surveys/Pages/Workplace-SexualHarassment.aspx>

For more information about the SHRM Vermont State Council Legislative Employment Law and Legislative Advocacy Update, please contact Shelley Sayward at 802-772-2215 or shelley.sayward@casella.com.

SHRM Vermont State Council | PO Box 4168 | White River Junction VT 05001 | <http://vtshrm.shrm.org/> | shrmvtcouncil@gmail.com



Choose Courage.
Choose Strength.
Choose Forgiveness.
Choose Love.
Choose Joy.



Director of Human Resources

Butternut Mountain Farm

Butternut Mountain Farm is an industry leading producer and packer of diversified maple products supplying large and small retailers as well as food manufacturers in the US and around the world. Butternut Mountain Farm is a mission driven company with a genuine commitment to the environment, community and employees. We are privately-owned family business headquartered in Morrisville, Vermont offering a dynamic work experience.

We are currently looking for a Director of Human Resources. This position reports to the Chief Executive Officer and is responsible for recruiting, interviewing and training new employees within the company. This position ensures that employee matters are handled to meet all applicable federal and state laws, as well as company culture guidelines. In addition, this position is responsible for conducting a variety of analysis, from compensation to benefit packages and employee performance, along with contributing to improve employee engagement. This position is a member of the Senior Management Team of BMF.

Qualifications:

- A bachelor's degree is required, although candidates with 10+ years of progressive HR experience will be considered.
- Ideal candidates will have at least 5 years of progressively responsible and relevant work experience including 3 years of HR experience in an organization with at least 50 employees.
- Must have demonstrated strong leadership skills, including well-developed communication and problem-solving skills. Ability to work cooperatively with other employees and provide leadership at all levels in a team-oriented work environment.
- Successful candidate will have the ability to multitask and provide work direction across multiple functional areas of the business.
- Successful candidate will demonstrate excellent communication and coaching skills, leadership and motivational abilities, as well as sound judgment, attention to detail and good decision-making skills.
- Proficiency with MS-Office applications.

Butternut Mountain Farm offers an excellent benefits package that includes medical, dental, disability, life insurance, vacation and paid time off. Come join our team and be part of our fast paced and growing organization.

Send resume to: vmscjobs@gmail.com



Payroll and HR Specialist

Howard Center's Human Resources Team is seeking a qualified and customer-oriented individual for a full-time Payroll and HR Specialist. Duties will include: prepare and process Agency-wide payroll, employment transaction review, data entry/corrections and submission of bi-weekly approved payroll to payroll vender. This position also maintains accurate payroll data for all employees in the system and ensures deductions and direct deposits are accurate.

Requirements:

Bachelor's degree in accounting or business.

1-2 years of payroll processing experience or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Strong experience with payroll processing software and Microsoft Excel is required.

Perks & Benefits:

- Comprehensive BCBS Medical with agency-paid premium support for individuals, couples, and families
- Delta dental.
- Generous time off starting at 36 days of combined time off per year for full-time employees (and increasing with years of service).
- Agency paid 401K retirement and additional incentive match program.
- Life insurance and short-term and long-term disability insurance.
- Flexible spending account.
- Childcare stipend.
- Employee Assistance Program.
- Employee referral program with financial incentive.
- Discounted online undergraduate/graduate courses through Champlain College truED
- Award-winning workplace wellness program HC4ME including physical fitness groups for staff, financial wellness incentives, and ongoing workplace wellness advocacy and education
- Voluntary benefits from local/international businesses: discounted gym memberships, mobile phone service, ski/snowboard passes, auto/home insurance, and more!

To learn more about this position and to apply, please visit: www.howardcentercareers.org.

Howard Center is proud to be an Equal Opportunity Employer. The agency's culture and service delivery is strengthened by the diversity of its workforce. Minorities, people of color and persons with disabilities are encouraged to apply. EOE/TTY. Visit "About Us" on our careers website to review Howard Center's EOE policy.



Receptionist

The individual in this position is responsible for covering the front desk and reception duties, corporate office logistics, specific administrative tasks and clerical assistance within the Human Resources Department. A high school diploma and one year of related experience are required, along with proficiency in Microsoft Office, being open to accepting and learning new software, and excellent verbal, written, and organizational skills. This is a Monday through Friday 8:00 a.m. to 5:00 p.m. full time position. Individuals must be able to cover the front desk and sit/stand for long periods of time.

Key Duties

- Answer telephone calls for the main incoming line and forward or take messages.
- Greet visitors and inform the appropriate person(s) of their arrival.
- Distribute incoming packages, mail, faxes, including e-faxes, or other correspondence.
- Assist HR department members with copying, labeling, and distribution projects as needed.
- Produce business cards as needed in-house or order from printer.
- Update corporate phone lists, including the Projects in Progress list, and distribute monthly.
- Complete and mail Healthy Awards monthly postcards.
- Send out weekly People at PC announcement.
- Distribute key fobs to employees as needed. Deactivate timely.
- Scan documents into employee files, scan other HR related documents.
- Review I-9 forms and perform E-Verify when required.
- Distribution of Years of Service award items.
- Send notices to project teams for random drug screening.
- Monthly Safety Awards.
- Manage the building security system.
- Provide admittance at secured doors as applicable.
- Procurement, including holiday items and lunches as needed.
- Distribute invoice notifications to appropriate people.
- Special projects as requested.

Please apply [here](#)

100% EMPLOYEE OWNED
www.pcconstruction.com/careers

PC Construction is 100% employee owned providing general contracting, construction management and design-build services for Commercial, Education & Campus, Health Care, Hospitality & Resort, Manufacturing & Industrial, and Water Treatment projects. Steeped in over a half century of experience, PC uses innovative construction methods and problem-solving approaches to respond uniquely and specifically to each customer's needs - from multi-million dollar projects, to projects over \$250 million. We hold consistent rankings in ENR as a top contractor, and maintain our corporate office in Vermont, with regional offices in Maine, New Hampshire, New York, North Carolina, and Florida.

PC Construction Company does not discriminate based on race, color, religion, national origin, age, sex, sexual orientation, veteran status, genetic information, family medical history, disability, or other characteristics which are or may be protected by law. We urge qualified minorities and women to apply. An Equal Opportunity Employer

RECENT JOB POSTINGS

Tetra Tech 01/22/2018	HR Intern	For a full description and to apply on line please go to http://bit.ly/2EVZOdR
University of VT 1/12/2018	Benefit Plans Advisor	Please apply with cover letter, resume and contact information for three professional references to req. # S1420PO at www.uvmjobs.com
Country Home Products 1/5/2018	Human Resources Generalist	Www.DRpower.com/careers
UVM Medical Center/Porter Hospital 12/20/2017	HR Manager	to apply, please visit UVMHealth.org/PMC and click on "Careers"
Unilever 12/20/2017	HR Generalist	https://unilever.taleo.net/careersection/external/jobdetail.ftl?job=1700013D&lang=en&sns_id=email
Howard Center 12/13/2017	Employment Administrator	For more information and to apply for this position, please visit www.howardcentercareers.org and enter search term "Employment"
Howard Center 12/2/2017	Diversity and Inclusion Manager	please visit www.howardcentercareers.org and enter search term "Diversity"
Kaycan 10/20/17	Human Resources Coordinator	Please send your resume to Elena Spensley, HR Manager at elena.spensley@kaycan.com

Upcoming SHRM/HR Events

SHRM Learning System VTC, Williston Campus	2/7—5/2 Wed, 5—8 pm	Register at: https://events.vtc.edu/Register/2018SHRMCertPrep
Scholarships	On-going	Www.vthra.org Www.vtshrm.shrm.org
SHRM VT STATE CONFERENCE	September 26-27th, 2018 Hotel Burlington, Burlington	

**I'M SORRY
FOR THE
THINGS I
SAID WHEN
IT WAS
WINTER.**

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!