

“DON'T MISS THE  
BEAUTIFUL COLORS  
OF THE RAINBOW  
WHEN YOU'RE  
LOOKING FOR THE  
POT OF GOLD.”

-Unknown

# VTHRA

## Vermont Human Resource Association

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

#VTHRA

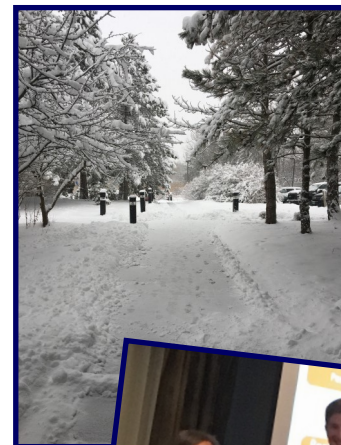
March 16, 2018

### Chicago Anyone.....



Were you planning on going to the National SHRM Conference this year? If so, do you want a great deal?

You can purchase the conference fee for \$1095 (the pre-registration rate). The current registration rate is \$1620 for a member or \$2025 for non-member. If interested, please contact Delvis Noble at [delvis.noble@competitive.com](mailto:delvis.noble@competitive.com). P.S. Sheryl Sandburg just added as keynote!



Wednesdays "Manage the Humans" Program



## ***From Chaos to Calm: Managing Stress in the Workplace***

**DATE:** Wednesday, April 18, 2018

**TIME:** 7:30 a.m.- 8:00 a.m. Registration  
8:00 a.m.- 10:30 a.m. Program

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

The modern business environment is increasingly filled with workplace stressors, and that trend shows no sign of slowing down. Simultaneously, the need for employee work/life balance and stress management tools is at an all-time high. Our presenters will empower employers with tools for addressing this workplace dynamic, beginning with addressing the current chaotic nature of life on the planet and how this chaos effects the individual – specifically addressing our relationship with stress and discussing strategies to reduce stress. This session will also cover the use of on-site support to increase work/life balance and sustainable benefit strategies for your employee culture, along with a healthy treat and recipe for desk-side snacking!

### **Participants will learn:**

- How to identify the connection between stress and its health impact on employees
- Prevention strategies to reduce workplace stressors and increase employee focus
- Workplace tools for supporting employee wellness and productivity
- Strategies for developing sustainable and flexible workplace benefits that align with your culture

### **About our Speakers**



**Wendy Halley** is a licensed mental health clinician, a veteran practitioner of the shamanic healing arts and the author of several books. Her unique approach merges ancient and contemporary traditions and is grounded in the idea that we are our own best healers. Wendy incorporates over twenty years of clinical counseling experience, as well as a holistic perspective informed by the rigorous discipline of her shamanic training, into her work at Lucid Path. Motivated by both personal and professional experiences of the Energy Genesis' healing capability, Wendy is excited to share this groundbreaking technology with others.



**Marie Frohlich** Marie is a certified holistic health coach and herbalist. She has been a champion for vitality and balance in the workplace AND at home for over 15 years - specializing in self-care and reducing stress, she uses a holistic and experiential approach to engage and inspire through individual and group coaching, workshops and organizational retreats. She is Vitality Champion with the Coaching Center of Vermont and has an office in Montpelier. You can find out more about Marie at [www.MarieFrohlich.com](http://www.MarieFrohlich.com) and at <http://coachingcenterofvt.com/team.php?service=wellness>

***This program has been submitted for certification credit hours.***

Please register via [www.VTHRA.org](http://www.VTHRA.org)



## Strategic HR at Mt. Washington



**October 28-30, 2018**

Omni Mt. Washington Resort, Bretton Woods, NH

Want to go and need financial assistance?  
Check out our the VTHRA Scholarship Program!

### Four New Programs Added to the Agenda!

Our team has been buzzing with excitement over the sessions in store for you this this fall. Over the last month, we have secured speakers to address four additional hot-button issues you have requested. Look forward to lessons on:

- 1. Metrics that Matter** How Ocean State Job Lot employs wellness and health data
- 2. A strategic look at compliance** How to re-position your approach for business necessity and cultural differences inside & outside your four walls
- 3. Selecting & grooming HR's second in command** feat. the Harvard Law School HR team
- 4. Putting people before process in crisis management** from Malden Mills to Puerto Rico

### Lighting Up the Main Stage...

**Vijay Govindarajan**  
*Professor at Dartmouth College -  
From Hanover, NH*

Creator of the Three-Box Solution, Vijay expands on his groundbreaking strategy for leading innovation and pioneering the future.

**Mita Mallik**  
*Director of Diversity Outreach  
& Inclusion at Unilever - From New York, NY* Charged with achieving gender balance at the manager level and above at her organization, Mita has gone above and beyond in championing inclusion efforts across the board.

### Join the Hold a Seat List Today!

This provides you first notice when we open attendee registration in early April and first crack at preferred, onsite overnight accommodations at the Mt. Washington Resort, as well as preferred course selections.

#### How to Join the List:

1. Send us an [email](#)
2. Mark the subject line "HAS at Mt. Washington"
3. In the text, provide the name(s) and email addresses of anyone joining the list.

**THE 2018 BUDGET NUMBERS:**  
**Register by Jun.1 and get the Early Bird Rate: \$1,025**

**Regular Rate After June 1: \$1,200**

**\*SHRM State Council Leadership Rate: \$975\***

**\*Must be a current leader on a SHRM State Council or SHRM Chapter Board\***



# SHRM Vermont State Council Legislative Advocacy Update March 16, 2018



## State of VT Update

In light of several Vermont bills being debated in the House and Senate currently, and summarized in previous legislative updates, namely:

- H.196 - An act relating to paid family leave;
- H.812 - An act relating to employee scheduling;
- S.94 - An act relating to promoting remote work and flexible work arrangements;

it seemed fitting to share “hot off the press” information from the SHRM Government Affairs Department concerning H.R. 4219, the Workflex in the 21<sup>st</sup> Century Act legislation currently before the U.S. House of Representatives.

### Workplace Flexibility

March 2018

*Produced by the SHRM Government Affairs Department*

**Background:** While the Family and Medical Leave Act (FMLA) of 1993 provides up to 12 weeks of job-protected leave for employees to bond with a new family member, to care for a seriously ill family member or to use for their own serious health condition, many employees are also eligible for paid leave provided by their employer. Many employers offer generous voluntary paid-leave programs to help employees meet their work and personal needs. According to the National Study of Employers, 99 percent of employers with 50 or more employees in the U.S. have some form of paid leave option for some portion of their full time employees. Offered as part of an employee’s total rewards package, voluntary paid leave programs work precisely because they are voluntary, thereby offering flexibility to both employees and employers. In addition, to better support the work life needs of today’s diverse workforce, a growing number of employers offer flexible work arrangements such as compressed workweeks, telecommuting and flexible schedules.

**Issue:** Even though most employers are already offering some form of paid leave and flexible work options, federal, state and local policymakers continue to pursue mandated approaches to these benefits. Several proposals would expand the FMLA to require family and medical leave to be paid. Lawmakers also continue to pursue various forms of mandated paid sick leave. Nine states and more than 30 localities have adopted rigid paid sick leave laws. Other policy initiatives include requiring employers to establish predictable work schedules, guaranteeing an employee’s right to request a flexible work schedule or placing restrictions on the use of compressed workweeks. As a result, employers must now navigate a fragmented system of state and local paid leave mandates and flexible work requirements, causing numerous challenges for employers and employees.

**Outlook:** Representative Mimi Walters (R-CA) introduced SHRM-developed legislation, H.R. 4219, the Workflex in the 21<sup>st</sup> Century Act that would expand paid leave and workplace flexibility opportunities for all employees. The bill amends the Employee Retirement Income Security Act (ERISA) to create a Qualified Flexible Work Arrangement (QFWA) plan, allowing participating employers to follow a federal framework for paid leave and workflex, as opposed to the complex, conflicting patchwork of state and local laws that currently exists. The QFWA plan would pre-empt state and local paid leave laws and certain workflex laws for employers that voluntarily close to opt in to the plan and offer a minimum threshold of paid leave and a flexible work option to all employees. Key provisions of the bill are outlined below.

To qualify as a QFWA plan, the plan would have to offer two major components to all full time and part time employees:

- Paid leave: The number of hours of paid leave would be scaled to the size of the employer and an eligible employee’s tenure with the employer.
- Flexible work arrangement: The employer would offer at least one flexible work arrangement to each employee. The plan would specify which positions are offered participation in any one of six workflex options, to include telework, job sharing, compressed work schedules, predictable scheduling, flexible scheduling or a biweekly work week.

- Under a QFWA plan, an employer must establish a biweekly work schedule, consisting of no more than 80 hours over a two week period, and must pay overtime (1 ½ times the employee's regular rate of pay) for all hours worked in excess of 80 in the two week period. No workweek may consist of more than 60 hours.
- Participating employers would satisfy all state and local paid sick leave requirements (NOT state family leave insurance laws in CA, D.C., NJ, NY or RI).
- Federal contractors offerings a QFWA plan would satisfy the Obama Administration's paid sick leave administrative order.

**SHRM Position:** SHRM believes that the United States must have a 21<sup>st</sup> century workplace flexibility policy that meets the needs of both employers and employees. SHRM supports efforts to assist employees in meeting the dual demands of work and personal needs and believes that employers should be encouraged to voluntarily offer paid leave to their employees. Rather than promoting a one size fits all government mandate, policy proposals should accommodate varying work environments, employee representation, industries and organizational size.

**Additional Points of Interest from SHRM:**

- SHRM supports employers offering paid leave and flexible work options to employees and has worked with Representative Walters to craft public policy that encourages, rather than mandates, more employers to adopt these programs voluntarily.
- Representative Walters' legislation expands paid leave to all employees, fosters workplace flexibility, and provides employers with certainty and predictability through a voluntary federal framework rather than a fragmented patchwork of state and local laws. This bill provides much needed relief from the compliance conundrum employers currently encounter.
- The make the new workplace work, we can't go by the old rules. "Work" is more flexible than ever, so workplace rules need to be too.
- While several public policy proposals would provide paid parental leave to new parents, H.R. 4219 would provide paid leave and workflex opportunities to all employees to help them meet their work life needs. Additionally, the paid leave provided under this bill is more generous than the paid sick leave provided under any state paid sick leave law and most local laws, and the bill also guarantees every individual access to a flexible work option.
- H.R. 4219 would not only incentivize more employers to offer generous workflex programs, it would do so in a fiscally responsible manner, without creating a new government program or burdening taxpayers.
- SHRM urges members of the House of Representatives to co-sponsor H.R. 4219 and welcomes introduction of a Senate companion bill.

**Interested in getting more involved with SHRM's government affairs team?**

**Want to voice your support of workplace flexibility?**

**Become part of SHRM's A-Team at: <http://www.advocacy.shrm.org/app/register?1&m=21315>**

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

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](mailto:shelley.sayward@casella.com).





## **Vermont Creamery Human Resources Manager**

### **Websterville, VT**

At Vermont Creamery, we strive to produce the highest quality cheeses and dairy products using local ingredients while supporting and developing family farms. We aim to exemplify sustainability by being profitable, engaging our staff in the business, and living our mission every day in the creamery. We care about creating a great work environment for our employees and being a positive contributor to the community and environment.

On those promises, we obtained the B-Corp certification back in 2014. Our dairy products have won more than 100 national and international awards. Our butters and cheeses populate some of the most prestigious cheese boards in America. But what makes us proudest perhaps is that we have sustained a team of family farms and creamery artisans. Together we thrive making simply great cheese for discerning, appreciative eaters, home cooks and discriminating chefs alike.

#### **Job Description:**

- The Human Resources Manager is responsible to lead People and Culture Strategy at Vermont Creamery.
- Strategic partnership with the Senior Leadership Team in planning, development, implementation and evaluation of HR activities to support business goals while maintaining strong organization culture.
- Leads Human Resources functions of Labor and Employee Relations, Performance Management, Recruiting, Learning and Development, EEO/AAP, Benefits Administration, Best Talent & Best Place to Work Survey Action Planning, and proactive / positive Employee Relations, and Compensation.
- Ensure B Corp certification is maintained and worker's metrics improved with enhancing existing programs and creating new ones.
- Leadership and evaluation of site culture, and takes a proactive role to lead plant forward with regards to Employee Engagement, Supervisor Development, and fostering an environment that embraces continuous improvement, transparency, collaboration, and driving world class results in cost, quality, service, people, and environment.

#### **Required Education:**

Bachelor's degree or higher

#### **Preferred Education:**

PHR and/or SHPR Certification

B-Corp Certification

#### **Required Experience:**

- 3 or more years of human resources generalist experience
- Experience working in a mission/vision or value lead company
- Experience must include hands-on responsibility for the full scope of human resources activities

**Eliza Giroux | HR Generalist**

**Vermont Creamery**

20 Pitman Road | Websterville, VT 05678

Phone 802.479.9371 | [egiroux@vermontcreamery.com](mailto:egiroux@vermontcreamery.com)



## Human Resources and Safety Administrator

Join Howard Center and the HR Team as the new HR and Safety Administrator. This individual will administer the Agency's safety and workers' compensation programs and will also support the HR department's administrative functions. This role will also provide back-up coverage to the Payroll and HR Specialist and ensure data integrity of the HRIS system. Responsibilities include:

### ***Safety Administration:***

- Contribute to the development of an annual safety strategy and work plan.
- Provide ongoing guidance to supervisors and staff to ensure that the Agency is in compliance with Agency policy and federal and state regulations.
- Oversee and provide support to Agency programs to ensure that staff have appropriate personal protective equipment and are trained in the correct utilization of PPE.
- Oversee the Agency's workplace ergonomics programs and work station evaluations.
- Organize, participate and/or coordinates Agency-wide Safety Committee and liaisons with building-site committees to ensure alignment.
- Facilitate agency Safety Committees by preparing agendas consistent with Committee Charter, creating and posting minutes, and ensuring appropriate follow-through on action items.
- Oversee blood borne pathogen plan and compliance. Performs review whenever an exposure occurs and recommends methods for reducing exposure. Conducts annual review as mandated by VOSHA and documents each review. Oversee Hepatitis B vaccination program for affected staff.
- Working in conjunction with Manager of Talent Development, ensures all employees receive safety orientation and job-specific appropriate training. Tracks staff compliance with mandatory safety-related trainings.
- Conduct on-going loss analysis of staff injuries to evaluate the effectiveness of a safety program and to identify possible injury trends; reports regularly to Agency Leadership and Agency Safety Committee.
- Maintain a relationship with insurance carriers, other safety consultants, brokers and state agencies for assistance in providing safety-related assistance and guidance to ensure a comprehensive safety program.

### ***Workers Compensation Administration:***

- Administer Agency workers compensation program.
- Interact with employees, supervisors and claims adjustors related to claims.
- Facilitate return to work and light duty programs.
- Create and provide trending data on claims and provide such data to safety committee and Agency leadership as requested.

### ***HR Administration:***

- Provides Back-up Coverage to Payroll and HR Specialist, including back-up support to the payroll function.
- Manages Day-to-Day HRIS Administration in Assigned Areas and Ensures Data Integrity of the HRIS system.
- Provides administrative support for HR department including data entry, HR HelpDesk e-mails, scheduling, filing, and meeting and presentation coordination.

### ***Requirements:***

- Bachelor's degree in related field
- 2 years of human resources or safety administration experience or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

To learn more about this position, Howard Center, our generous benefits package and to apply, please visit:

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



## Manager of Benefits and HRIS

Join Howard Center and the HR leadership team as the new Manager of Benefits and HRIS. The manager will provide oversight, administration, compliance and communication of the Agency's benefit plans, programs and leaves. This role will also implement and communicate plans for HRIS set-up, maintenance, upgrades and optimization.

### **Responsibilities:**

#### *Benefits:*

- Manage the administration of a broad range of group and voluntary benefits programs and plans. Evaluate and provide recommendations for benefit plan designs and offerings to ensure a fiscally responsible and competitive benefits package for employees.
- Develop and implement effective employee benefits communication strategies.
- Manage and implement the annual benefit renewal/open enrollment process and coordinate negotiations, plan design updates, amendments and contract renewal process with vendors, partners and brokers.
- Research and stay abreast of trends and benchmarking to ensure competitive benefits offerings. Analyze data and information to recommend enhancements to current programs.
- Resolve escalated claims and administrative issues with vendors and employees.
- Act as Secretary and coordinate meetings, work plans and reporting related to the agency Retirement Plan Committees.
- Oversee periodic compliance activities and reporting for all employee benefit plans.
- Oversee agency leave of absence programs and administration to ensure compliance according to state and federal laws, and insurance/Agency policies.
- Oversee Agency's participation in related State-sponsored benefit programs.

#### *HRIS Management and Administration:*

- Manage and maintain agency-wide employee data within the overall integrated HRIS payroll, and within related ancillary systems.
- Guide and support HR team members and agency supervisors in the resolution of routine and complex systems related issues and queries.
- Work collaboratively with HR team members, internal stakeholders and HRIS vendors to ensure the optimization and functionality of the HRIS systems for staff.
- Streamline/automate and document procedures to enhance the integrity of HRIS data, reporting capabilities and development of HR metrics.
- Proactively research trends in HR systems and makes recommendations to Director of Human Resources for continuous improvement of systems.

### **Requirements:**

- Bachelor's degree
- 3 or more years of HR experience with supervisory experience preferred, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Abilities contributing to success include but are not limited to: results and service orientation, diplomacy, integrity, confidentiality, approachability, flexibility, self-motivation, and empathy.
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To learn more about this position, Howard Center, our generous benefits package and to apply, please visit:

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



## RECENT JOB POSTINGS

Resonance 3/2/2018	Human Resources Generalist	Apply to: <a href="mailto:Jobs@resonanceglobal.com">Jobs@resonanceglobal.com</a>
Food Science Corporation 3/2/2018	Human Resources Director	Email your credentials to <a href="mailto:HR@FoodScienceCorp.com">HR@FoodScienceCorp.com</a>
Tetra Tek 3/2/2018	HR Staffing Specialist	to apply on line please go to <a href="http://bit.ly/2GRcPq4">http://bit.ly/2GRcPq4</a>
Howard Center 3/2/2018	Safety and HR Administrator	<a href="http://www.howardcentercareers.org">www.howardcentercareers.org</a>
Twincraft 2/15/2018	People Center Associate	Please send a resume to <a href="mailto:jobs@twincraft.com">jobs@twincraft.com</a> to apply! A full job description can be found on our website, <a href="http://www.twincraft.com">www.twincraft.com</a>
Butternut Mountain Farm 2/9/2018	Director of HR	<a href="mailto:vmsscjobs@gmail.com">vmsscjobs@gmail.com</a>
Howard Center 12/2/2017	Diversity and Inclusion Manager	please visit <a href="http://www.howardcentercareers.org">www.howardcentercareers.org</a> and enter search term "Diversity"

## 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	

