



# VTHRA

Vermont Human Resource Association

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

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May 25, 2018



**For love of country, they accepted death."**

**– President James A. Garfield**

## HR 101: Back to Basics

**DATE:** Wednesday, May 30, 2018  
**TIME:** 7:30 a.m.- 8:00 a.m. Registration  
8:00 a.m.– 4:15 pm Program

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

**PLACE:** Trader Dukes Hotel (Formerly the Double Tree)  
1117 Williston Rd, So. Burlington, VT

Are you new to HR or simply just need a refresher? Are you a small business owner and not sure where to start when it comes to HR? Then this full-day seminar is for you! We've gathered some of Vermont's local experts to educate attendees on some essential HR topics. This day-long workshop is designed to target entry-level HR professionals to give them a thorough introduction into the world of HR. Seasoned HR professionals are also encouraged to attend, everyone could use a refresher, right?



### **Employment Law & Family Medical Leave Act (FMLA) VT Parental & Family Leave (VTPFL)**

Kerin Stackpole, SPHR, Director at Paul Frank + Collins



### **Compensation & Fair Labor Standards Act (FLSA)**

Brenda Sabin, CBP, SPHR, SHRM-SCP, CHRS  
Director of HR Compliance & Payroll Solutions at Hickok & Boardman HR Intelligence



### **Safety & OSHA**

Mary Beth Morrisseau  
Safety Consultant, Green Mountain Safety Consulting



### **Benefits Administration**

Michelle Lewis, MBA, SPHR, SHRM-SCP, CPB, CCP  
HR Consultant, HR Delta, LLC



### **Talent Acquisition**

Beth Gilpin, SHRM-SCP, SPHR  
Principal, Beth Gilpin Consulting LLC

**Eligible  
for 6.50  
HRCI and SHRM  
Credits!**

Registration is \$129 for VTHRA members and \$179 for non-members.

**Calling all  
SHRM NATIONAL  
Conference  
Attendees**

Are you heading to the SHRM National Conference in Chicago? Would you like to meet up with other VT/NH attendees to explore the city, have dinner, or just a coffee? If so – please send your contact information to [ginac@engelberth.com](mailto:ginac@engelberth.com) and she will coordinate & distribute a conference contact list.



Getting together makes the conference experience even more enjoyable – **especially** if you are a first time attendee or going alone.



## **2018 Vermont Employee Benefits Survey Invitation**

Dear Colleagues,

Since 2001, Hickok & Boardman HR Intelligence has conducted an annual survey of Vermont area employers, capturing their thoughts and actions as they respond to the ever-changing benefits marketplace.

We are pleased to announce the launch of our 2018 Vermont Employee Benefits Survey and cordially invite you to participate by clicking the following link:

### [2018 Vermont Employee Benefits Survey](#)

With major health care reform changes occurring, it is more important than ever to get a baseline for health care costs and benefits. We strongly urge your organization to participate this year so that we may provide the Vermont business community with representative findings later this year.

The survey takes approximately 45 minutes to complete, but you may suspend and resume the survey over multiple sessions for your convenience. When you begin the survey, you will receive instructions and a list of the information required to complete the survey. Individual survey responses are strictly confidential; only aggregate data will be reported.

**All survey participants will receive an electronic copy of the results later this year.**

Please complete the survey by **Monday, June 25th, 2018**. If you have questions about the survey or experience technical difficulties, please contact Stacey Sharp at [ssharp@hbhriq.com](mailto:ssharp@hbhriq.com).

Thank you in advance for your participation.

Stacey Sharp

Survey Project Director

## Strategic HR at Mt. Washington



**October 28-30, 2018**

Omni Mt. Washington Resort, Bretton Woods, NH

### **LAST CALL: Early Bird Rate Ends June 1st!**

**Three Days of Learning, Networking, and MORE for \$1,025  
Move Fast Before the Open Rate Begins at \$1,200!**

**[VIEW THE 2018 SCHEDULE, ACCOMMODATIONS, AND REGISTER TODAY](#)**

Just 28 Hotel Rooms Left at the Mt. Washington Hotel.

I hope you are anticipating the 2018 Retreat with the same excitement as my team. We are looking forward to:

1. Acclaimed author Tom Nichols' talk about the "Death of Expertise."
2. Meeting the HR leader from Doctors Without Borders.
3. Hearing your answer to "are we viewing harassment through the right strategic lens?"

The guidance on moving from transactional to strategic.



## Vermont Mechanical Inc Director of Human Resources

### **Summary Description:**

The Director of Human Resources serves as a senior source of advice and support in the areas of employee relations, benefits administration, wellness and safety, worker's compensation, compensation & benefits, training, policy development, recruitment and employment law. This individual will be a key member of the strategic planning team for the organization as a whole and will partner with all other leaders in the organization to develop programs and work practices that promote a culture that continuously strives for operational and management improvement.

### **Essential Job Functions:**

- Develops and implements strategic plan initiatives for the Human Resources functions that will support the overall business strategy, including departmental budgets and objectives.
- Manages, develops, and grows the Human Resources team. This includes training and development plans for each member of the department with a focus on increasing contributions of both the team and the individuals within the team.
- Directs the Human Resources team toward the achievement of financial and other department and companywide objectives. Manage workers effectively toward these goals, and compile and present information on the team's progress.
- Designs, implements and monitors cross organization training initiatives such as new hire orientation, customer service and effective communication skills to ensure consistency in expectations and service levels.
- Monitors the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and pay increases in partnership with the Management Team.
- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), Affirmative Action, the Department of Labor, Worker's Compensation, and the Occupational Safety and Health Administration (OSHA).
- Designs, directs, and manages a company-wide process of organization development that addresses issues such as succession planning, workforce development, key employee retention, organization design, and change management.
- Manages employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, employee focus groups, one-on-one meetings, and intranet use.

*This is a summary description of the duties associated with the position, however, there may be other duties required and assigned by the manager of this position as deemed appropriate for the role.*

*Vermont Mechanical Inc. is an EEO employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.*

*Please send resume and letter of interest to [Jobs@vtmechanical.com](mailto:Jobs@vtmechanical.com)*

## TALENT ACQUISITION PARTNER

The Talent Acquisition Partner is responsible for defining open positions, attracting and hiring diverse, top talent, as well as, delivering metrics necessary to achieve “best in class” talent acquisition. Sh/he partners with assigned department clients and other areas of Human Resources to design and implement effective and creative recruitment plans; and provides recruitment services in a positive, timely, service oriented, cost efficient and effective manner. Recruitment services are delivered by working closely with hiring leaders to understand their business, proactively addressing their staffing needs, and providing recruitment and Workforce Planning services to meet those needs.

The incumbent will concentrate on recruitment efforts for the Visiting Nurses Association of Chittenden and Grand Isle Counties (VNA) and requires keeping office hours at the VNA location in Colchester Vermont.

An additional focus area for this Talent Acquisition Partner will be in support of Nurse Residency programs for the University of Vermont Medical Center (UVMHC) and for VNA. The incumbent will collaborate to support the Graduate Nurse (GN) program, including posting position, reviewing candidates, interfacing with leaders regarding GN needs and applicants, extending offers and hiring/onboarding. This role also involves strategic work around growing the program including marketing and outreach, school visits, conference attendance as well as partnering with the Residency Program Coordinator and Nursing Education around onboarding and program changes.

### EDUCATION:

- **Bachelor’s degree required.**

aPHR, PHR, SPHR, SHRM-CP, SHRM-SCP and/ or Talent Acquisition Partner certification preferred.

### EXPERIENCE:

- 5 years current human resources experience (with demonstrated solid experience and knowledge in recruitment (esp. RN recruitment) and other human resources disciplines including, compensation, benefits, HRIS, employee/labor relations, training and organization development) is preferred.
- Strongly prefer healthcare industry experience.
- Experience with full scope staffing including knowledge of sourcing efficiencies, candidate assessment techniques and job offer negotiation skills is required.

Proficiency with social recruiting techniques (via LinkedIn, Facebook, Internet mining (Google), Twitter, etc.) is a must.

PAY RANGE: MIN- \$55,182.40 MID- \$68,993.60 (pay DOE)

To apply: [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)



## **ABSENCE MANAGEMENT ADMINISTRATOR**

With compassion and care we will fully support our employees, recognizing each leave of absence is unique and must be tailored to the needs of the individual

The Absence Management Administrator is responsible for the day to day administration of all absence and disability programs at The University of Vermont Medical Center (UVMHC). These programs include, but are not limited to, Short-Term Disability (STD), Long-Term Disability (LTD), Workers' Compensation, Family Medical Leave (FML), and Vermont Parental and Family Leave.

The Absence Management Administrator is expected to collaborate closely with Human Resources Business Partners (HRBPs) and leaders across the organization to ensure the entire Leave process is seamless, supportive, and simple. The Absence Management Administrator will also work closely with HRBPs and leaders across the organization to understand Leave patterns and use.

### **EDUCATION:**

Bachelor's degree in Business, Human Resources, or related field, or an equivalent combination of education and experience from which such knowledge and skills would be acquired. A professional certification such as PHR, SPHR, CPDM, or CLMS preferred.

### **EXPERIENCE:**

One or more years of experience in Human Resources preferred. One or more years of experience in managing Leave and/or Workers' Compensation preferred. Experience working closely with vendors and internal stakeholders. Customer service experience required.

**PAY RANGE: MIN- \$42,140.80 MID- \$52,665.60 (pay DOE)**

To apply: [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)

## RECENT JOB POSTINGS

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>
BioTek Instruments 5/18/2018	Human Resources Specialist	Please apply by submitting resumes to <a href="mailto:hrr-esumes@biotek.com">hrr-esumes@biotek.com</a> or by mail to: Human Resources, BioTek Instruments, Inc., P.O. Box 998, Highland Park, Winooski, VT 05404
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@unitedwaynwvt.org">search-committee@unitedwaynwvt.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>

## 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	