

HR perspectives



Official Monthly Publication



Tuesday, August 18 8:30 - 11:30

ADVANCEMENT SERIES

PREPARING AN EMPLOYEE HANDBOOK

Employee handbooks are designed to be a reference guide to all of the policies and procedures that your company adheres to. This allows you to lead your staff in the direction you want them to go. Without this guide, anything goes! There are countless ways that you can get into trouble, even endangering your company and your employees, from absenteeism to sexual harassment.



Matthew D. Wells, J.D. is a partner with the Davidson Law Firm, Ltd., Mr. Wells graduated with a B.A. in Political Science from Vanderbilt University and received a Juris Doctor, with honors, from the UALR, William H. Bowen School of Law. He served on the editorial board of the *UALR William H. Bowen Law Review* and has been published as an author in that legal periodical. Mr. Wells served as a clerk for the Honorable Pamela Honeycutt in Craighead County.

Mr. Wells now represents diverse clients in multifaceted corporate and commercial litigation and alternative dispute resolution, where his primary areas of practice include commercial construction, real estate development, employment law, appellate practice, contracts, business associations, and banking and finance.



This program has been approved for 3 General recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

RSVP by Noon on Monday, August 17th

Email: info@hrmaar.org or call 372-0929.

CLASS FEES : Members: \$45/class

Non-Members: \$55/class

Genesis Room 3



This program has been approved for 1 General recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

Wednesday, August 19 8:30 - 11:30

MONTHLY PROGRAM

IMMIGRATION ISSUES AND LATEST DEVELOPMENTS

The current market conditions require efficient recruiting and appropriate responses to corporate changes, such as mergers and acquisitions. Immigration law is one of the most pertinent and publicized issues in the United States right now. Businesses across all industries and of all sizes are being affected.

It can be difficult to keep up with all of the most current information concerning immigration regulations, including the most recent employment verification rules and I-9 form changes. But violating federal law and risking huge repercussions for yourself and your organization must be avoided. This program will update us on the issues and the direction we are going.



Milton A. DeJesus practices law with a core concentration in immigration matters including Federal Criminal Defense, business litigation, employer sanctions and appellate practice in the federal Circuit Court of Appeals.

His firm successfully litigated an immigration case that established evidentiary guidelines for agency determination of immigration issues and is codified in federal regulations as a mandate. That case (In Re Tawfik) is an INS Precedent Decision which must be followed as to specific evidentiary issues.

RSVP by Noon on Tuesday August, 18th

Email: info@hrmaar.org or call 372-0929.

PROGRAM FEES:

Members: \$13

Guests: \$18

Students: \$10

Genesis Room 1

AGENDA:

11:15 - Registration

Noon - Speaker

11:30 - Lunch

1:00 - Adjourn

Union Train Station - 1400 West Markham - Little Rock, AR 72201

IF YOU MAKE A RESERVATION AND DO NOT CANCEL 24 HOURS IN ADVANCE, YOU WILL BE BILLED.

MESSAGE FROM THE
PRESIDENT
Matt Lowrey, PHR



Every Tuesday, our staff at my company meets to discuss our department scorecards. Each of us measures various department areas – Operations, Procurement, HR, Sales, etc. It's also obvious to each of us how the current economic conditions have affected our business. I know it's affecting our member's businesses, too.

I am extremely confident our country will rebound for this recession. Our great country is full of amazing people dripping with the entrepreneurial spirit. I get excited thinking about the day when the recession is gone and our businesses are BOOMING! However, I do not want to be one of the people that wish it would end... I want to be one of the people "making" it end.

It's going to take a collective sense of urgency to eliminate this recession. Whether it be taking a stance with your local politicians or becoming an advocate for change in your organization, all of our senses of urgency should be heightened.

HRMA endeavors to be at the forefront of change with their finger on the pulse of what is needed now. There are important things at stake every day – your organization's goals, your department's financial performance, the customer's experience. Work fast, work hard, and do as much as you can do well.

Urgency isn't mania, however – don't crank out work just to cross it off your list. Especially from an HR perspective, work hard to produce a high standard of quality. Let your sense of urgency come from a genuine passion for delivering something of value to your customer, your team, or your work. Urgency should be paired with pride in getting it right. Working this way gives you and the people around you energy.

HRMA is approaching its first anniversary! And we are positively electric!

Current members need to elevate their sense of urgency and attend all luncheons, join a committee and come to an Advancement Series class. join today! Let's all participate together in ridding this state of the recession!

I am in your service.

Matt



MESSAGE FROM THE
EXECUTIVE DIRECTOR
Nancy Martinsen, PHR

I have learned many valuable lessons from working with lots of different people over the years. One of the most important lessons is: when you work with people, things usually don't go as planned. BUT if you will roll with it, things can turn out even better than planned. So it is with our symposium. Not all of the "players" were able to participate and our message has shifted somewhat. This is all for the better. I am so excited about our line-up of speakers! Joe Copeland, Jeff Standridge, Denise Hoggard, Gregg Herning and Loren Berry are all fantastic. To add to this "dream team", we have Mac Fulfer and Stephen Gower as well. I don't see how this could get better. Thank you so much to the committee that planned this event together. There is more information in this publication on the Manager's Symposium. Please register TODAY! You DO NOT want to miss this.

Something else that has worked out better than I had even planned is the direction that our organization is going. We have made so many strides over the last months and have jumped a few hurdles to get to this point. We are coming up on the last 2 Advancement Series classes for this year. This month Matt Wells is presenting, **Preparing an Employee Handbook**. Matt is a wealth of information and will take you through the steps of putting a handbook together and keeping you out of trouble.

We've had top notch programs this year that have been HRCI pre-certified. Milton De Jesus is this month's luncheon speaker. He is an immigration attorney who will update us on the latest developments and what he expects the outcomes to be.

There is still time to join HRMA this year. In fact, this is a super time to join. Dues have been prorated for the rest of the year. OR you may pay full price beginning the 4th quarter and get 3 months FREE. You would not have to pay dues again until 2010. Choose the deal that is best for you.

We will start planning the 2010 programs in the next couple of weeks. Sign up for the committee or send your comments and ideas to us.

We have excellent programs for the rest of the year and we are excited to learn what the future has for us. Get on board!

Nancy



2009 HRMA MANAGERS SYMPOSIUM

SEPTEMBER 22ND
EMBASSY SUITES - LITTLE ROCK

FEATURING
MAC FULFER
&
STEPHEN GOWER

8:00 REGISTRATION

8:30 - 9:00 **IT'S NOT ABOUT YOU!**



PRESENTER: **Joe Copeland, Performance Food Group**

The minute you move from being a task-oriented professional to being a manager of people, it stops being about your individual talents, your successes, and starts being all about coaching, motivating, teaching, supporting, removing roadblocks, and *servicing*.

Of prime importance, in Joe's view, is the notion that leadership is about identifying and meeting the legitimate needs of your people and removing all barriers so **they** can serve the customer. One person, no matter how talented, cannot accomplish much in a managed organization of today's complexity and global reach. Transforming through others is the job of the leader at any level.

Joe will discuss the three tenants of his leadership philosophy that turned Performance Foodservice-Little Rock from good...to GREAT!

9:00 - 10:00 **TEAM BUILDING STRATEGIES**



PRESENTER: **Jeff Standridge, Acxiom Corporation**

Building teams and improving team effectiveness rank high on every manager's list of things to do. Expectations from superiors and the demands of a competitive marketplace force many leaders to find new ways to do more work with fewer people. Learn to create a team-oriented environment that will contribute to the overall success of the organization.

10:00 - 10:15 BREAK

10:15 - 12:15 **PROFILING YOUR TEAM (AND OTHERS) FOR BEST RESULTS**



Presenter: **Mac Fulfer**

The ability to discern another's attitude and mind-set is a skill we all desperately need. Being a truly gifted communicator is not solely defined by mastery of a verbal style or well-rehearsed techniques; it also requires the ability to immediately read and acknowledge your employees. Through body language and the availability of the face there are opportunities to accurately interpret and respond to every interaction.

12:15 - 1:15 LUNCH - EMBASSY SUITES ATRIUM (INCLUDED)
INDIVIDUAL ATTENDEE FACIAL PROFILING BY MAC FULFER

1:15 - 2:15 **INDUSTRY TRACKS**



HOSPITALITY INDUSTRY TRACK
DEVELOPING ON-THE-JOB TRAINING PROGRAMS

PRESENTER: **Gregg Herning, Peabody of Little Rock**

Case Study: Reducing labor turnover by setting employers expectations and developing on the job programs.

"Associates are our greatest asset."

"We are nothing without our associates."

"Our strength is our associates."

How many companies really believe these words and conduct business accordingly? Obviously there is a correlation between associate satisfaction and customer satisfaction. The more your associates understand - not only about their job, but about the organization, the better they can perform. The employee can do their best job.

When this happens:

- ◆ The number of dollars and percent of budget devoted to associate benefits are acknowledged
- ◆ exposure to associate-related lawsuits decline
- ◆ companies throughout the country appreciate that associates truly are the company's greatest asset and expense.



MANUFACTURING INDUSTRY TRACK
TRAINING WITHIN INDUSTRY

PRESENTER: **Loren Berry, Arkansas Manufacturing Solutions**

Training Within Industry (TWI) is a dynamic program that uses a simple four-step "learn-by-doing" approach to teach supervisors and team leaders from all industries the essential skills that build and maintain positive employee relations, train workers to quickly remember how to perform jobs correctly, safely and conscientiously. Implementing the TWI program results in less scrap and rework, fewer accidents, less tool and equipment damage.

GENERAL TRACK
CRITICAL EMPLOYMENT LAWS



PRESENTER: **Denise Hoggard, J.D., Chisenhall, Nestrud & Julian**

This session is an essential guide through the area of employment law and the changes that face us today. It is aimed at those with little or no knowledge of employment law, as well as seasoned professionals are interested in the ever-changing laws. Participants will be taken through the employment relationship from recruitment to dismissal, highlighting the key points.

2:15 - 2:30 **BREAK**

2:30 - 4:30 **WHAT DO THEY SEE WHEN THEY SEE YOU COMING?**



PRESENTER: **Stephen Gower, The Gower Group**

How others perceive you is your business! Do not assume that others know what you know, that others know how you feel, or that others know what you wish they knew! You will learn to recognize assumption awareness and assumption avoidance. You will learn that the perceiver drives the perception of you. Participants will discover that their attitudes and actions do not automatically flow untarnished to another.

4:30 - 5:00 **WRAP-UP AND NETWORKING**

THANK YOU TO OUR SPONSORS:

Arkansas Manufacturing Solutions

Martinsen Management, Inc.

Decisive Management

MANAGER'S SYMPOSIUM

SETTING THE TABLE FOR THE FUTURE of ARKANSAS INDUSTRIES

September 22, 2009

Embassy Suites

11301 Financial Centre Parkway

Little Rock, Arkansas

Questions? Call (501) 372-0929 • Visit our website: www.hrmaar.org for information and membership.

WHO SHOULD ATTEND: Small business owners, all levels of managers and supervisors from the newly promoted to the senior executive.

REGISTRATION

Attendee Information

Name: _____

Employer: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Work Phone: _____

REGISTRATION FEES (INCLUDES LUNCH)

1 to 4 from the same company	\$75.00 per person
5 employees or more from the same company	\$70.00 per person

Total amount of purchase \$ _____

Please include a registration form for each attendee with their contact information and the sessions they plan to attend.

Make Checks Payable to HRMA and mail with registration form to:
HRMA - P.O. Box 250261 - Little Rock, AR 72225

If Paying By Credit Card, You may Fax Your Registration Form to (501) 244-2333

Name on Credit Card: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Credit Card Number: _____ Circle Type : VISA MC

Expiration Date: _____ V Code _____ Amount Authorized \$ _____

Signature _____

2009 OSHA Update

Mark your calendar for the 2009 OSHA Update. The update seminar will be held in

Little Rock, at the Arkansas Department of Health, August 21. The update is sponsored by the AIHA (American Industrial Hygiene Association) and ASSE (American Society of Safety Engineers).

More details on the agenda and registration will be sent later.

This will be a great opportunity to meet the staff at the local OSHA office, hear what their plans are for the upcoming year and network with other Health and Safety professionals. The Health and Safety Division of the Workers Compensation Commission is working diligently to make this a cost effective opportunity for training and networking. An application will be made to request ABIH CM points.

HRMA PRO-RATES MEMBERSHIP DUES

From July 1 - September 30 HRMA dues are less than half price!

PRACTITIONER: ~~\$75~~ **\$35**
Individuals who are primarily responsible for assisting with or executing one or more human resource management functions for employees of the Practitioner's employer. Membership is non-transferable. Practitioner members have the right to vote, and they may hold office in HRMA if certified.

CONSULTANT: ~~\$75~~ **\$35**
Individuals who are compensated, or whose employer is compensated, to provide expertise in one or more areas of human resource management to organizations other than their own. Membership is non-transferable. Consultant members have the right to vote, and they may hold office in HRMA if certified by HRCI.

ASSOCIATE: ~~\$125~~ **\$60**
Individuals who are compensated, or whose employer is compensated, to provide commodities or personnel which support human resource functions for companies other than their own. Companies of Associate members may purchase a maximum of 4 memberships for their employees. Each membership must be assigned to a specific employee, but other employees of that company may attend HRMA functions in their place at the member price. Assigned employees may be replaced by new assignees up to once per membership per year. Associate members may not vote or hold office in HRMA.

NOTE: Any individual who holds a financial interest in, or serves on the governing body of a company which provides commodities or personnel which support human resource functions of other companies shall be classified as an HRMA Associate member.

Members who join HRMA from October - December, 2009, will pay full price and membership will roll through 2010. You'll receive 15 months for the price of 12. Choose the deal that works for you.

JOIN TODAY!

SEPTEMBER

15 ADVANCEMENT SERIES

PREPARING FOR OFCCP AUDITS
Michelle Dempsey, PFG - Arkansas
Matt Lowrey, PHR, PFG- Arkansas

22 MANAGERS SYMPOSIUM

Setting the Table for the
Future of Arkansas Business
Embassy Suites
Little Rock, Arkansas

22 PERCEPTION IS REALITY

Essential Tools for Developing Productive
Business Relationships
Speakers: Mac Fulfer & Stephen Gower
Embassy Suites
Little Rock, Arkansas

OCTOBER

21 PRACTITIONER SERIES

THE IMPACT OF DOMESTIC VIOLENCE
IN THE COMMUNITY AND WORKPLACE
Representative Dawn Creekmore (tentative)

NOVEMBER

18 PRACTITIONER SERIES

BEHAVIORAL INTERVIEWING:
MORE THAN A GUT FEELING
Phebe Duff, SPHR, Heifer International

December

6 HOLIDAY PARTY Next Level Events

LABOR PLANS TO CONTINUE MOBILIZATION AROUND PASSAGE OF EFCA DURING RECESS

By Michelle Amber
EFCA Coalition

The AFL-CIO is asking its affiliated unions to step up their mobilization efforts during the August congressional recess to persuade a number of Democratic senators to support passage of the Employee Free Choice Act (H.R. 1409, S. 560) in the fall, an AFL-CIO official said July 28.

During its one-day summer meeting July 28 at the National Labor College outside Washington, D.C., members of the AFL-CIO Executive Council heard from staffers and talked about the status of the proposed bill and the federation's mobilization efforts in a number of states to push senators to support the measure.

Stewart Acuff, a special assistant to AFL-CIO President John J. Sweeney, who is directing the campaign, told reporters that the labor movement will continue to run the largest grassroots mobilization campaign in its history. Acuff, who is spending a lot of his time in Arkansas overseeing efforts aimed at persuading Sen. Blanche Lincoln (D-Ark.) to support the measure, said that the campaign so far this year has generated more than 250,000 letters to senators nationwide including more than 20,000 just to Lincoln. In addition, he said, the campaign has generated more than 125,000 phone calls asking senators who are on the fence to support the measure.

Also, Acuff said, the labor movement July 11 held what he called "the largest demonstration in Arkansas history," when some 1,500 union, civil rights, community, and faith activists marched in 100 degree heat, calling on Lincoln to support EFCA. Acuff added that 400 businesses in Arkansas have signed up to support the proposed measure, more than the U.S. Chamber of Commerce has signed up against the bill in the state.

SENATORS TO BE TARGETED

The federation plans to increase its activities in states where the business community is continuing its efforts to persuade senators not to vote for the bill. Acuff declined to specify which states or senators are being targeted, but Democratic senators have not committed to support the legislation in its current form in Arkansas, Louisiana, Pennsylvania, California, Virginia, North Dakota, North Carolina, Delaware, and Nebraska.

Acuff and other AFL-CIO staffers acknowledged that six senators are negotiating about what shape the proposed legislation will take but there has been "no final decision made on the content." One staffer quoted Sen. Tom Harkin (D-Iowa), the lead sponsor of the bill who has said, "There is no agreement on anything until there is an agreement on everything."

While there have been reports that the senators have agreed to scrap the provision of the measure that calls for majority sign-up through a check of union authorization cards, several AFL-CIO staffers told BNA that "majority sign-up remains on the table."

Alternatives being discussed by the senators include mail-in ballots and "quickie" elections within five, 10, or 15 days after a union gets approved for a National Labor Relations Board-supervised secret ballot election. Acuff acknowledged that these alternatives have come up, and said that "both would be dramatically better than what we have now." they face in their own unions," the NLC said

"The important thing is to preserve the essential elements of the Employee Free Choice Act: restoring the freedom of workers to form unions and bargain collectively, and not the details" of how exactly to achieve that goal, Acuff said. In addition, he said, "there has to be a way to get to a first contract and real penalties" for employer violations included in a bill. "That's the measure by which any tweaking of the law" will be judged, he added.

BUSINESS OPPOSES ALTERNATIVES

The business community is opposed to the card-check provision as well as a provision calling for binding arbitration if a first contract is not reached in a specified number of days. Major business groups also recently said that none of the alternatives being floated on Capitol Hill would be acceptable to the business sector.

The Coalition for a Democratic Workplace, which calls itself "a coalition of workers, employers, associations and organizations who are fighting to protect the right to a federally supervised private ballot when workers are deciding whether or not to join a union," held a July 23 conference call to "dispense with possible alternatives" to EFCA, detailing their objections to all the measures being discussed (140 DLR A-12, 7/24/09). Two New Members Elected to Council

In other action, the Executive Council elected two new members—one will replace a member who retired and another will replace a member who died.

The council elected Fredric Rolando, the president of the National Association of Letter Carriers, to replace William Young, who recently retired as NALC president.

The council also elected Rogelio Flores, a vice president of the American Federation of Government Employees to replace AFGE Vice President Andrea Brooks, who died in April. Leadership Council to Open in Fall

Meanwhile, at an event following the executive council meeting to celebrate the 40th anniversary of the National Labor College, AFL-CIO Secretary-Treasurer Richard Trumka announced the creation of the John J. Sweeney Leadership Institute, which will open this fall at the NLC. Sweeney is retiring at the AFL-CIO's convention in September.

EFCA continued on page 8

EFCA continued from page 7

According to Trumka, the institute will "help to foster the next generation of union activists and leaders." It will provide training and education for the next generation and assist leaders of AFL-CIO-affiliated unions as they confront the increasingly complex challenges facing the labor movement, he said.

The institute will offer a year-long series of training classes and mentoring relationships designed for rising leaders and staff, according to material prepared by the NLC. It will offer a series of four week-long trainings over a year, limited to 35-40 participants, and targeted at leadership teams from national and international unions or locals. Each participant or team would be placed with a more experienced mentor currently working either in the labor movement or a closely related affiliate organization to help participants "construct a plan to confront some aspect of the specific challenges they face in their own unions," the NLC said.



STAFFING PROFESSIONAL
BUSINESS GROUP

HRMA FORMS STAFFING PROFESSIONAL BUSINESS GROUP

A Professional Business Group has been established within HRMA to provide a forum for the involvement of its staffing industry members. This gives staffing professionals the opportunity to exchange ideas and keep themselves informed about current developments in their field. The group is self-sustaining and their activities are planned by their members. If the group would like to meet as a round table prior to the HRMA meetings, this would be coordinated by the HRMA office.

Staffing professionals are classified as associate members of HRMA. This classification encompasses individuals who are compensated, or whose employer is compensated, to provide commodities or personnel that support human resource functions for companies other than their own. Companies of Associate members may purchase a maximum of 4 memberships for their employees. Each membership must be assigned to a specific employee, but other employees of that company may attend HRMA functions in their place at the member price. Assigned employees may be replaced by new assignees up to once per membership per year. Associate members may not vote or hold office in HRMA. HOWEVER, the Staffing Professional Business Group is encouraged to bring any issue that needs attention to the HRMA board.

Normally dues for staffing professionals are \$125. HRMA has prorated these dues to \$60 for a limited time.

COMMITTEE MEMBERSHIPS

Get involved! Volunteer TODAY!

MEMBERSHIP COMMITTEE

Identify and recruit new members. Determine methods for retaining membership.

PROGRAM COMMITTEE

Assist in planning the 2010 programs. Identify programs and speakers who can enhance the knowledge of today's HR practitioner.

WORKFORCE PREPARATION COMMITTEE

Work with men and women of the Dorcas House and Men's Recovery Center to prepare them for work and to become productive members of society. Classes are held every other Tuesday evening (alternating facilities) from 6:00 - 7:00.

WORKFORCE SYMPOSIUM COMMITTEE

Assist in planning this event that will include tracks for participating industries, as well as general programs and a panel discussion. The event will take place on September 22 at Embassy Suites.



Strength in Partnership

Partnerships provide opportunities to build strategic relationships and strengthen our members and the HR profession. Our partners are committed to contributing to the vitality of HRMA.

WE ARE PROUD TO
PARTNER WITH



HRMA SCORE BOARD

HRMA offers programs to our members that are recognized by the Human Resource Certification Institute (HRCI).

If you are certified and have attended the programs below, be sure to obtain the HRCI number from the HRMA office. If you attend the entire Advancement Series, the number will be included on your certificate in September.

<u>DATE</u>	<u>TOPIC</u>	<u>POINTS</u>
January 20	Introduction to Employment Law	3 General
January 21	What Your Company President Expects From HR	1 Strategic
February 17	Recruiting, Selection & Interviewing	3 General
February 18	Legislative Update	1 General
March 17	Background Checking, Reference Checking & Record Checking	3 General
March 18	Managing Strategic, Organizational Change: Mergers, Layoffs & RIF's	1 General
April 14	Life of a Claim	3 General
April 15	Emergency Management in the Workplace	1 General
May 27	Understanding Performance Management	3 General
June 4	The Top Ten Employment Laws on the Horizon for 2009	1 General
June 16	Compensation, Benefits, Payroll & Wage & Hour	3 General
July 15	Bullies....Not Just in the School Yard	1 General
August 18	Immigration Issues and Latest Developments	1 General
August 19	How to Prepare an Employee Handbook	3 General

TOTAL 28

September 15
PREPARING FOR
OFCCP AUDITS

Michelle Dempsey
 Performance Food Group

Matt Lowrey, PHR
 Performance Food Group

The **HRMA Advancement Series** is offered for HR Assistants, small business managers or those practitioners desiring review of fundamental administrative HR functions. Eight 3-hour modules are offered, with one presented per month. You may enroll in the entire series or only the modules that you need. Substitutions may be made for those enrolled in the series.

THIS IS THE FINAL PROGRAM OF THE YEAR. THE ADVANCEMENT SERIES WILL RESUME IN JANUARY.



In 2006, the OFCCP collected a record increase of \$51 million in back pay and discrimination settlements as a result of its aggressive approach during audits of AAPs. This session will focus on practical tips and risk management techniques learned through experience and effective preparation for an OFCCP Audit. Once this course is completed, participants should be able to return to their company and craft a strategic plan that will not only enhance their hiring and selection practices, but also produce well-educated and trained supervisors that will be able to protect their company from an offensive position – versus a defensive one!



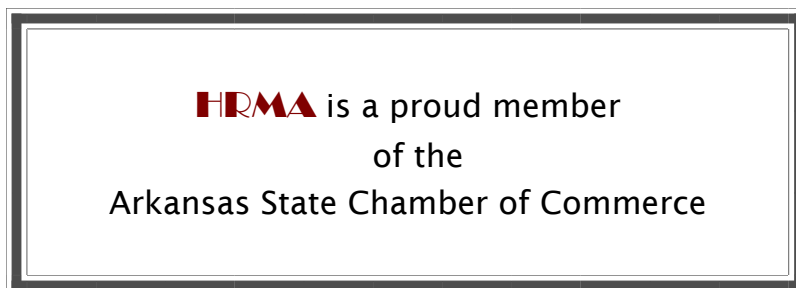
OFCCP audit can strike fear into the heart of the most seasoned CEO's and HR professionals – violations can result in huge liabilities and administrative burdens.

That's all well and good for companies that typically do business with the federal government and are generally geared up to deal with the voluminous and arcane affirmative action and employment practices compliance requirements the OFCCP imposes. But the problem is this: many companies that have never done business with the federal government are, nevertheless, subject to federal affirmative action requirements – and the potential wrath of the OFCCP – and never know about it until it's too late.

You will be able to:

- ◆ Create hiring and selection documents to meet government requirements
- ◆ Gather all the appropriate and required data of your applicants to create an approved applicant tracking system
- ◆ Know how to conduct the necessary analyses to gain full compliance
- ◆ Develop the best processes to assure that the required systems are in place
- ◆ Identify and implement activities to comply with affirmative action obligations
- ◆ Recognize the practical steps to avoid liability

This is the final class of the year. 2010 classes will be announced soon.



EXECUTIVE BOARD

PRESIDENT

Matt Lowrey, PHR

Vice President, Human Resources
Performance Food Group
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mlowrey@pfglittlerock.com



PRESIDENT-ELECT/ PROGRAM CHAIR

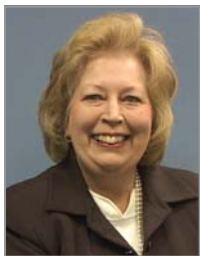
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Please contact us with your questions, comments and concerns.

CONTACT US

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info@hrmaar.org