



Winter Issue - 2007



A PRESIDENTIAL WELCOME

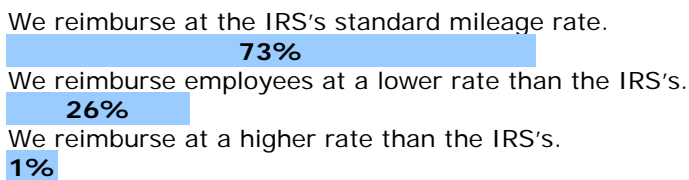
"I'd like to take the opportunity to both recognize the 2006 board members that are moving on to other opportunities as well as introduce the new directors and myself.

Scott Swan led our board of directors in 2006, which was comprised of Amy Bergman, Rhonda Gage, Jennifer Hunter, Nancy Lemon, Jim Philp, Connie Riley-Evans, Ron Wimble and myself. We are grateful to all of the companies that employ our board members and general members for allowing them to be involved with our organization. Membership has strengthened over the year and we are confident that it will continue to grow in 2007.

We are happy to say that we have several new volunteer leaders joining our group this year. Deb Elliott, Kris Hamann, Margie Presutti, and Maggie Seagraves were recently elected to HRASM's board. We look forward to working with our new team."

Jennifer Riggs, PHR
2007 President

Does your company use the IRS's standard mileage rate to reimburse employees?



Total Votes: 342

**Poll taken from CompensationBLR.com*



Standard Rate for Business Mileage Climbs

If you reimburse employees for business use of a motor vehicle, you'll be interested to know that the 2007 optional standard mileage rate for business miles driven has increased 4 cents from the 2006 rate. Effective January 1, 2007, the standard mileage rate for the business use of a car (including vans, pickups or panel trucks) is 48.5 cents per mile, according to the IRS.

Upcoming SHRM webcasts:

Leveraging Diversity as a Competitive Advantage – Feb. 14, 2 p.m. Presenter: Shirley Davis
Preparing for Your Day in Court – Feb. 22, 2 p.m. Presenter: Donald R. Livingston

Legislative Review and News

Submitted by: Amy Bergman

- ☀ **Michigan Minimum Wage increases again on July 1, 2007 to \$7.15/hr.; Federal Government continues to consider increase to Federal Minimum Wage**
- ☀ **Michigan bans affirmative action November 7, 2006**
- ☀ **USERRA poster revised**
- ☀ **Pension Protection Act (PPA) requires some plan sponsors to make several plan changes.**
- ☀ **Amendments to the Federal Rules of Civil Procedure, effective December 1, 2006, require employers to provide access to plaintiffs' attorneys to electronic documents that might be used in litigation.**
- ☀ **Online employment verification under consideration:**



Reprinted from the SHRM web site:

States consider shift to online employment verification

By Rita Zeidner

States are showing interest in laws that would require employers to participate in a controversial federal government system designed to verify the work eligibility of employees.

Legislators in Colorado and Georgia have passed laws requiring government contractors to participate, or attempt to participate, in the federal government's online employment verification system. The program, known as the Basic Pilot, is voluntary in most jurisdictions. It checks information in the U.S. Department of Homeland Security and Social Security Administration databases in an effort to ensure that new hires are eligible to work in the United States.

Legislative proposals that would have required all employers nationwide to do the computerized match never made it to a final vote in Congress during 2006, noted speakers giving an update on the status of immigration policy during a recent Society for Human Resource Management (SHRM) webcast. Presenters included Michael Aitken, SHRM's director of governmental affairs; Gerry Ratliff, chief of the U.S. Citizenship and Immigration Services Verification Division in the U.S. Department of Homeland Security; Cynthia Lange, an attorney with the law firm of Fragomen, Del Rey, Bernsen and Loewy; and Lynn Shotwell, executive director of the American Council on International Personnel.

The Colorado law requires companies that sign a new contract or renew an existing contract on or after Aug. 9, 2006, to certify that neither they nor their subcontractors knowingly employ illegal aliens. A separate Colorado law requires employers to retain file copies of the documents used to verify legal status for all new hires in Colorado beginning on Jan. 1, 2007.

In Georgia, public employers and their contractors must register and participate in the Basic Pilot. The law has three effective dates: July 1, 2007, for employers with 500 or more employees; July 1, 2008, for those with 100 or more employees; and July 1, 2009, for those with 99 or fewer employees.

Congressional reconsideration

Speakers said they are confident that when Congress convenes in January, lawmakers again will consider proposals making the Basic Pilot a mandatory national program. Any legislative proposal would likely include provisions spelling out how national verification would be phased in and whether the program will be expanded to include current employees as well as new hires.

According to Ratliff of DHS, the agency is considering adding an individual's photograph to work authorization documents to help employers identify would-be employees who are using fake identities. During raids at several meat processing facilities in December 2006, many workers were arrested for allegedly using fake identities. They likely would have passed muster under the checks performed under the Basic Pilot. But having a photo at the ready would help an employer recognize if an employee is using a stolen identity, said webcast participants.

Rita Zeidner edits the SHRM Online Technology Focus Area

If the federal minimum wage increased to \$7.25 would your company be affected?

No.

73%

Yes, we'd raise wages for some hourly workers.

19%

Yes, we'd cut benefits or staff to offset higher wages.

4%

Yes, we'd raise wages for all hourly workers.

3%

Total Votes: 355

* Poll taken from Compensation.BLR.com



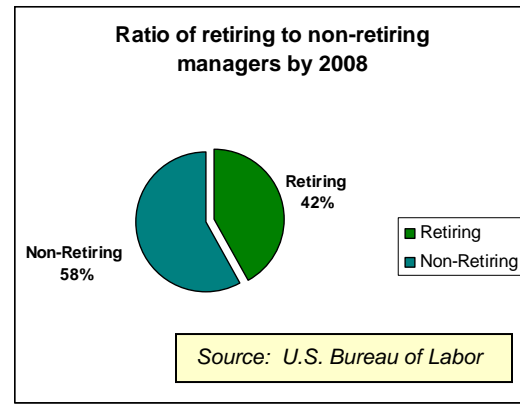
NEW MEMBER SPOTLIGHT

Sue Lopes is the most recent addition to HRASM. She is employed as the Director of Human Resources at Blissfield Manufacturing Company. Sue graduated from Central Michigan University with a Bachelor of Science in Business Administration and from University of Toledo with a Certificate in Human Resources.

On a personal note, Sue lives in Lambertville with her husband Frank and has one son who is the Marketing Director for Reese's brand of Hershey Foods. Her hobbies include boating and her 4 grandkids ranging in age from 8 years to 5 months.

Sue is hoping that HRASM will assist in efforts to keep current in HR trends and for networking with other HR Professionals in Lenawee county.

Welcome to HRASM Sue, we're glad you joined!!



In the next edition of the newsletter, look for a special section of articles on "Planning Success: How a succession

plan can help your business retain knowledge and grow leaders"



ATTENTION "OPRAH BOOK CLUB" LOVERS!!!

HRASM is looking for members to submit book reviews in an effort to create a "Must Read HR book list". If you have read an inspiring book recently and would share your thoughts on why everyone in HR should read the book, please submit your recommendation to Jennifer Hunter at jennifer.hunter@promedica.org.

Reading is to the mind what exercise is to the body.
- Sir Richard Steele

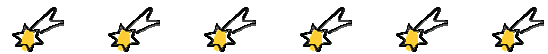
AVOID THE TOP 10 MISTAKES IN EMPLOYEE HANDBOOKS

1. **Adopting a "form" handbook**, which includes promises you'll probably never keep.
2. **Including LOTS of detail on procedures**, which confuses employees and provides fodder for lawyers. Stick to company policies in the book. Keep a separate procedures manual for managers.
3. **Mentioning an employee probationary period**. That can erase at-will status by implying that, once the period is over, the employee can stay forever.
4. **Being too specific in your discipline policy**. That gives the impression that the list covers every possible infraction.
5. **Not being consistent** with other company documents.
6. **Overlooking an at-will disclaimer**. Have employees sign a disclaimer acknowledging that the company can terminate their employment at any time and bypass discipline policies if the situation warrants.
7. **Sabotaging disclaimers by what you say**, especially reassuring employees that their jobs are secure.
8. **Not adapting the handbook to accommodate each state's laws**.
9. **Failing to update the manual frequently** for changing laws.
10. **Setting unrealistic policies**. If you know your supervisors won't enforce it, don't put it in your handbook.

Upcoming SHRM Events:

- March 12-14 2007** Employment Law & Legislative Washington DC
- March 19-21** SHRM Global Forum and Annual Conference Los Angeles
- April 23-25** Annual Conference & Exposition of the Employment Management Association New Orleans, LA
- June 24-27** Annual SHRM Conference & Exposition Las Vegas, NV

Upcoming HRASM programs:



- February** – Background Checks & Surveillance
- March** – Balancing Wellness & Productivity

2007 HRASM Board Members

Executive Board

President: Jennifer Riggs, PHR
President Elect: Jennifer Hunter, PHR
Past President: Scott Swan
Treasurer: Rhonda Gage
Secretary: Maggie Seagraves

Directors

Diversity Chair: Margie Presutti
Program Chair: Kris Hamann
Co-Program Chair: Deb Elliott
Legislative Chair: Amy Bergman