

Wage and Hour Presentation And Panel Discussion

5:30 PM 8:00 PM Centre Club
123 S West Shore Blvd
Tampa, FL 33609 "



Registration starts at 5:30am
Dinner starts at 6:00pm

**Sponsorships Available for
2008 HR Tampa Expo and
Legal Conference**

September 17th, 2008

**A' La Carte - Pavilion
Tampa, FL**

Contact Non-Revenues Director: Michele
Lembo 813-781-0295 or email:
mlembo@execustay-mainsail.com

Learn to Love HIPAA February 14th, 2008



**A Continued Education Seminar for
Insurance and HR Professionals**

**Feather Sound County Club
2201 Feather Sound Drive
Clearwater FL**

Guest speaker is Ouida Peterson, Vice President of Education at CONEXIS, a national firm specializing in FSAs, COBRA/ HIPAA. She is an award winning speaker with recognized expertise on COBRA, HIPAA and Section 125 plans. Ouida promises to deliver a compelling presentation full of anecdotes that will help bring this complex subject to the real world of compliance in our current fast-changing regulatory climate. Bring your staff and invite your broker to attend and earn 6 hours of State of Florida Insurance CE or 6 of pre-approved SHRM Credits.

**Registration Begins at 8:30
Seminar from 9:00 to 4:00
Lunch from 12:00 to 1:00**

**TBAHU Members \$10.00 and Non-Members
\$40.00. Lunch is included.**

Mail your check made payable to TBAHU to:

**TBAHU
P O Box 17615
Clearwater, FL 33762**

Sponsored By: Tampa Bay Association of Health Underwriters



February 20th

**Wage & Hour Presentation &
Panel Discussion**

Dinner

The Centre Club



March 19th

The Strategic HR Coach

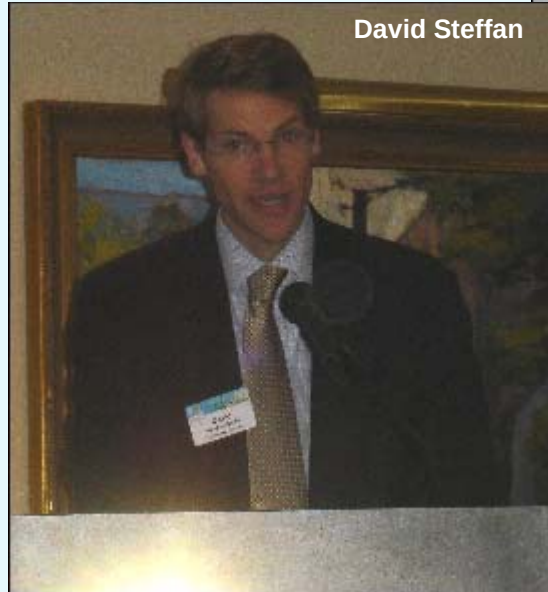
Breakfast

The Centre Club



January 16th

The Ten HR Challenges that Should Keep You Up at Night



David Steffan



Speaker, Mary Cheddie & Dana Chatelain



College Relations



Toni Mayos & Susan Styx award mentors



Mentor, Linda Bailey

Leadership Conference - Orlando, FL



Alina & Debbie



Iggy, Alina,
Rebecca & Carol



Toni, Sharon & Jill

LEGISLATIVE UPDATE

By David Steffen

THE RIGHT WAY TO LAYOFF EMPLOYEES!

Due to the current economic conditions, some businesses have been forced to reduce their workforce immediately. While it may be necessary to layoff employees, there is great risk in not doing layoffs in a prudent manner with full consideration to the legal liability that a business could face - especially when laid off employees may have no other financial option but to file a lawsuit challenging the reasons for their layoffs.

Remember, it is essential that companies use legitimate business factors for selecting and recalling of laid off employees -- in other words, factors that have nothing to do with race, color, age, sex, race, religion, or any other legally protected categories. Prudent businesses will follow these general steps, all of which should be supported by regularly kept business records:

- Identify the business need for the layoff (e.g., competitive pressures; decreased sales; elimination of a product or service; need to reduce costs; etc.) and the operations or facilities where the layoff should occur in order to best meet the business need.
- Identify the people responsible for the layoff process (i.e., HR or a particular senior manager).
- Determine the selection criteria (skills or positions that meet the company's needs, job performance, disciplinary and attendance records, seniority [usually only as a tie-breaker if all else is equal], etc.) and communicate the selection criteria to the proper manager(s) at the affected facilities. Managers should make



their selections quickly and communicate them to the lay-off coordinator immediately and confidentially.

- Have HR or outside counsel conduct a separate, limited and confidential inquiry concerning the protected categories of the selected individuals to help determine IF there is any adverse impact.
- Determine if the layoff requires compliance with the Federal Worker Adjustment Retraining Notification Act. If so, the proper notices must be prepared and provided to the effected employees and proper government entities.
- Determine whether you will offer severance pay to the laid off employees. The rule here is that you should never offer severance pay to any employee without getting a release in return. However, be aware that specific requirements for such releases must be strictly followed in order to ensure compliance with federal law.
- Determine how and when the reduction-in-force will be announced. Consider drafting a "script" for managers to use when informing these individuals.
- Notify the individuals -- separately and in-person is definitely preferred, with two members of management present. Have COBRA forms ready, along with any other applicable information regarding the lay-off, unemployment claims, out placement, and any recall process. Be careful about "promising" certain recall "rights" if you want to preserve discretion and flexibility in whether and who might be recalled to work in the future.



College Relations: The Value of an Intern . . .

by Toni Mayros, Director of College Relations

In January, student chapter members had the opportunity to meet with team members from Busch Gardens of Tampa Bay. During the meeting, students learned how to staff a theme park that operates 365 days a year.

Members of the student chapter not only have the opportunity to attend monthly meetings and networking opportunities, but may also participate in programs such as our internship program. The internship program matches qualified student members with HR Departments throughout the Tampa Bay Area. It is a great opportunity for student members to learn the many aspects of HR. Additionally,



Bay Area organizations assist in shaping the HR professionals of tomorrow.

Please visit the College Relations page for additional information on the internship program and its many benefits to our student chapter members and Tampa Bay employers.

Our next student chapter meeting will be held on:

**Tuesday, February 26th
At Mangrove Employer Services**

To register for this event, please visit the Meetings and Events area of the website.

NEWLY CERTIFIED HUMAN RESOURCE PROFESSIONALS

HRTampa proudly congratulates the following individuals who have recently earned the prestigious PHR (Professional in Human Resources) and SPHR (Senior Professional in Human Resources) certification:

Esperanza Urrego, SPHR

Tina Lauder, SPHR

Don Nott, SPHR

Robin Gieniewski, SPHR

Mindy Baylor, PHR

The PHR/ SPHR certification, awarded by the Human Resource Certification Institute (HRCI), signifies that these HR professionals are committed to personal excellence and possess the theoretical knowledge and practical experience in human resource management necessary to pass a rigorous examination demonstrating a mastery of the body of knowledge in the field.





The Book Corner

February Book Suggestions

By Daniel T. Bloom



New Year and the release of new business titles begin in earnest with 149 business management books coming out in February. The topics cover all phases of our operations as can be seen below. The titles selected from the list

of new releases are the best ones oriented toward our positions as human capital professionals. As always, if we can be of any assistance please call me at 813-340-1126 or email me at dbloom@bordersgroupinc.com.

Edison on Innovation: 102 Lessons in Creativity for Business and Beyond by Alan Axelrod

In this fascinating exploration of one of the most celebrated and innovative minds, best-selling author Alan Axelrod cuts through the myths and reverence surrounding Edison's "genius" to show how the inventor was, in fact, an ordinary man who created extraordinary work. While many of us believe that creativity, like genius, is something that just happens by chance or destiny, Edison's life demonstrates that creativity of the very highest order can indeed be summoned up at will, and even reduced to a reliable working method and set of principles.

Dim Sum for Managers: Advice and Ideas for the Hungry Mind by Adrian Furnham

Eighty general management-related issues, such as young managers, chronic e-mail disorder, humor at work, and stress, are addressed in this creative business handbook. Much like Chinese dim sum, where small helpings and variety are the rule, the chapters are bite-sized and differ in content but ultimately complement one another. Whether looking for advice on devising new courses, increasing

employee morale, or improving customer service, managers seeking exposure to a variety of ideas, techniques, and processes to help them navigate the ever-changing world of business will enjoy this balanced look at management.

Competitive Intelligence and Senior Management by JH Rodenberg

In the fast-paced world of international business, competitive intelligence is necessary for the daily survival of small firms and national economies alike. In "Competitive Intelligence and Senior Management," veteran consultant Joseph H. A. M. Rodenberg argues that business leaders should devote more of their time and attention to seeking out and interpreting information about competitors. This instructive volume offers tools that will help senior managers to increase their firms' competitiveness, carry out successful mergers and acquisitions, and avoid surprise attacks from corporate raiders and private equity firms.

Business Process Management: Practical Guidelines to Successful Implementations By John Jeston

Business Process Management: Practical Guidelines to Successful Implementations provides organizational leadership with an understanding of Business Process Management and its benefits to an organization. This is an easy-to-use, easy-to-read guide that provides a practical framework, complete with a set of tools and techniques, to successfully implement Business Process Management projects. In addition, it features vital organizational perspectives that not only provide an overall view of BPM and the move towards a process-centric organization, but also reveal how to embed BPM within an organization to ensure a continuous business process improvement culture. This is a proven step-by-step framework for the Business Process Management practitioner. Features practical tools, explanations, guidance and over 50 case studies to illustrate best practice. New edition includes checklists of all phases & steps, summaries of tools per phase, and an overview of business process trends



Continued on Page 7

Book Corner

Continued from Page 6

Working Ethically: Creating a Sustainable Business ... Without Breaking the Bank

By Nick Kettles

There has never been more interest in working ethically, and many small business owners are leading the way in finding positive solutions that benefit them and their community. This book covers key issues to help you do the same by offering invaluable advice on: creating an ethical strategy for your business, finding suppliers who share your aims, banking ethically, buying positively, respecting and protecting the environment, and contributing to your local community.

The Safe Hiring Audit: The Employer's Guide to Implementing a Safe Hiring Program

by Lester Rosen

The Safe Hiring Audit does not preach the need to screen potential employees. . . there are already numerous titles that address that need. This book empowers managers with a step-by-step action plan to evaluate current hiring practices and make changes to strengthen their businesses and avoid potential problems. The tools and implementation guidelines provided are essential for the small business owner and major corporations.

Team Players and Teamwork: New Strategies for Developing Successful Collaboration

By Glenn Parker

Scores of studies document the success of teams in today's workplace, and countless books describe the inspirational leaders who created them. But the team player remains a mystery. Glenn Parker identifies four styles of team players who are critical to an effective, dynamic team. This essential handbook helps leaders maintain their competitive advantage through team play.

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... Just for Laughs



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Is Everyone Ready for 2008... Now Is The Time To Join Or Renew Your Membership!

HR Tampa is looking forward to another great year and we hope you will continue joining us for monthly meetings. HR Tampa is committed to bringing you the most meaningful programs to supplement and enhance your HR knowledge (many meetings qualify for HRCI credits), and have fun at the same time. However, we understand that some of you are very busy, so we will continue to offer both breakfast and dinner meetings. We hope you choose to be a part of one of Florida's largest and most active chapters.

Our chapter is a 100% chapter, which means that each member must also be a member of the National SHRM. Annual dues for the National SHRM membership are approximately \$160. National SHRM regularly has \$145 dues specials for first-time members. You can complete your membership application with SHRM online and automatically receive a membership number. * Please designate HR Tampa as your local chapter when joining SHRM.

PREMIUM MEMBERSHIP- \$275 - One fee covers annual dues prorated and all meal/ event costs for monthly meetings and annual Legal Update and Expo. Membership ends December 31st.

BASIC MEMBERSHIP \$100 - Covers cost of annual dues; pay as you go for our monthly meetings (\$30) and other events such as the Legal Update and Expo. Membership ends December 31st.

Payment Methods

1. Pay on-line using a Credit Card via Pay Pal system. Personal credit cards only (No corporate credit cards).
2. Paying by Check: send in payment to HR Tampa PO Box 26554, Tampa, FL 33623-6554. If your company is paying, please ensure the Accounting Department includes your name on the check or bring payment to regular meeting

NOTE STUDENTS! If you qualify under the SHRM national student program then we encourage you to visit our College Relations webpage for information on joining the HR Tampa Student Chapter which is supported by HR Tampa! Students run on a school year and new pricing is: Premium Member \$50 for all chapter meetings and events; Attending Member \$35 for all chapter meetings. You can visit the SHRM student site to see if you qualify for student rates. Note: You will only qualify for our student rates if you are a valid national SHRM student member.

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