



The Official Newsletter of

HR Tampa

www.hrtampa.org



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February Monthly Meeting Sponsor



Join us
February 20th, 2013
at **5:30 p.m.**
for our first Dinner
Meeting of the year!

Location:
Glazer Children's Museum
110 W. Gasparilla Plaza
Tampa, FL 33602

● In this Issue ●

Legislation	P. 2
Meeting News	P. 3
Volunteering Highlights	P. 4
Membership	P. 5
Workforce Readiness	P. 6

Your Sphere of Influence

Ready or Not...You're a Leader!

The story of influential leadership is all about appropriately directing the path of others in support of a common goal. As human resources professionals, you are, by default, considered the voice of your organization. **So, ready or not—you're a leader.** There is a chasm of difference however, between a title that implies leadership and being effective in your role as an influential leader of your organization.

How you handle three things will catapult your sphere of influence, in a very specific way:

1. The business end of leadership
2. The events or people that mold or influence you
3. Distractions

Developing strong organizational leadership skills is a journey. Attendees of this session will learn how each of the above things can either enlarge or diminish their sphere of influence.

Joyce Chastain brings practical know-how to each engagement. She specializes in talent development, employee relations, internal investigations, employment law compliance, and affirmative action plans.

Ms. Chastain holds a Business Administration degree from Emmanuel College, Franklin Springs, GA; was awarded Senior Professional in Human

Resources (SPHR) designation by the Human Resources Certification Institute and holds an Advanced Certificate in Internal Investigations.



February Speaker: Joyce Chastain

She has served on the board of the HR Florida State Council since 2007 and currently serves as President. Additionally, she either currently serves or has served as a member of the Florida State University Center for Human Resource Management, a Board Member of the Big Bend Society for Human Resource Management, a Board Member of the Big Bend Business Leadership Network and as a Mentor in the Society for Human Resource Management Program.

Ms. Chastain has been named a Tallahassee Volunteer of the Year Finalist and Leon County Schools Volunteer of the Year. She was selected as one of the "Twenty-five Women You Should Know in Tallahassee" and was honored with the designation of the Florida Human Resources Professional of the Year. She has also been featured by the Florida Trend Magazine as a Trendsetter in Human Resources.

Want to be a Sponsor?

Contact us...Your company Logo could be on the front page.



New Requirements For Employee Background Checks

Like years past, the new year means new obligations for employers. One change that employers must incorporate is the new forms that must be completed in order to comply with the background check requirements of the Fair Credit Reporting Act ("FCRA").

The federal FCRA was enacted in 1971 to regulate the consumer credit reporting industry. Employers that use and request consumer background checks from consumer reporting agencies are automatically subject to FCRA regulations. Before an employer may seek to procure a consumer credit report, criminal background, or background check from a Credit Reporting Agency, applicants or employees subject to screening must be provided certain information, including information about the scope of the check being performed. Background information may not be obtained without the employer obtaining written consent from the employee or applicant.

Recently, with the enactment of laws like the Dodd-Frank Wall Street Reform and Consumer Financial Protection Act, oversight of the FCRA regulations shifted to the Consumer Financial Protection Bureau ("CFPB"). The CFPB has issued new regulations modifying the forms employers must use to notify employees and applicants of their rights. Employers must begin using the new forms on or before January 1, 2013.

In order to ensure that employers remain compliant, here is a reminder of the requirements:

Pre-Notification

If a consumer report will be ordered for employment purposes, you must provide pre-notification. You must notify the consumer that a report may be made and will include information regarding character, general reputation, physical characteristics, and mode of living. For consumer reports (background reports) the notice must

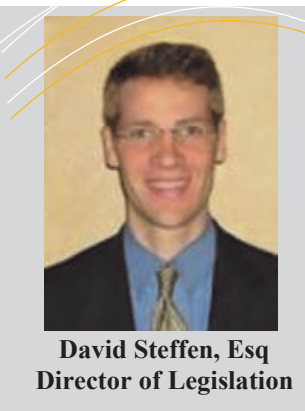
- Be in writing, mailed, or otherwise delivered to the consumer (for employment purposes this must be a stand-alone document);
- Be issued before any request for consumer information is made; and

mation is made; and

- Request and provide written authorization for any consumer report.

Notice for investigative reports (inquiries into suspected employment-related misconduct) have separate, additional requirements and must

- Be in writing, mailed, or otherwise delivered to the consumer (this form may be part of the employment application);
- Be issued no later than three days after the request was made;
 - Include a statement that upon written request additional information will be disclosed regarding the nature and scope of the inquiry (to be provided no later than five days of the consumer's request); and
 - Provide the consumer with the new FCRA Summary of Rights.



David Steffen, Esq.
Director of Legislation

Certifications to the Credit Reporting Agency

When requesting a consumer report from a CRA the employer must certify that it

- Has a "permissible purpose" for requesting the report from the CRA;
- Has provided the employee or applicant with the required disclosures;
- Has obtained the requisite written authorization from the employee or applicant;
- Will not use the information contained in any report in violation of any federal or state equal opportunity law or regulation; and
- Will, if any "adverse action" is to be taken based on the consumer report, provide the employee or applicant with a copy of the report and the FCRA Summary of Rights.

Post-Report Notification

If an employer seeks to take action based in whole or in part on information contained in the report, the employer must notify the consumer before taking any action

Continued on page 3

Background Checks

Continued from page 2

This "pre-adverse action" notice should contain

- A copy of the report;
- The reporting agency's name, address, and telephone number; and
- A copy of the FRCA Summary of Rights.

If, after waiting a recommended five days (this may vary by state), the employer wishes to take adverse action, it must then provide the consumer or employee with an "adverse action" notice that contains

- Written, oral, or electronic notification of the adverse action to the consumer;
- A written or electronic copy of the report that includes the actual credit score, the range of possible scores, the key factors that affected the score, the date the score was created, and the reporting entity;
- A description that contains the consumer's rights to obtain a free report within 60 days to dispute any inaccuracies with the consumer reporting agency;
- The reporting agency's name, address, and telephone number;
- A statement claiming that the reporting agency did not make the adverse decision and that it cannot provide the reason for the decision; and
- Any additional requirements under applicable state law.

Based upon this change, employers must reexamine their FCRA compliance policies and procedures.

As always, if you have any questions about this article, or anything else, please do not hesitate to ask me at the next chapter meeting.



Tools for Trust

By Jennifer Currence

Our first breakfast meeting started off with a great message about the Tools for Trust. Trust is the defining principle of great workplaces — created through management's *credibility*, the *respect* with which employees feel they are treated, and the extent to which employees expect to be treated *fairly*. The degree of pride and levels of authentic connection and *camaraderie* employees feel with one are additional essential components.

Did you know....

- Only 10 percent of employees trust management to make the right decision in times of uncertainty.
- Slightly more than 1 in 10 Americans believes their company's leaders are ethical and honest.
- Only 12 percent of employees believe their employer genuinely listens to and cares about its employees.
- Only 7 percent of employees believe senior management's actions are completely consistent with their words.

But there are actionable items that Jennifer has provided that can be used for **Developing Trust** in your organization.

Follow Up and Follow Through

1. Employee satisfaction survey
2. Company webinar to address hot topics
3. Ask – drill down – use the 5 whys

Be a Learning Organization

1. Kaizen – Continuous Improvement – Six Sigma
2. Individual Development Plans

One-Sided Communication exercise

1. "That's what I said but that's not what I meant"

Workplace Book Clubs

Behavior Style Analysis

Increase Communication

1. Webinars
2. Sharing Successes



Interested in Sponsorship?

If you are interested in becoming a Sponsor please contact:



Dawn Standerwick



Lori Golden

hrtampasponsors@gmail.com

Sponsor Spotlight

* Thank you *



smart team
Online Training for Small & Medium Businesses.

Smart Team was our January Sponsor. We appreciate their commitment to making our January breakfast meeting a success.

National Mentoring Month

Did you know that January is National Mentoring Month?

This observance encourages volunteer mentors to help young people from underprivileged backgrounds reach their full potential.

This year marks the 12th anniversary of National Mentoring Month, spearheaded by the Harvard Mentoring Project of the Harvard School of Public Health, MENTOR, and the Corporation for National and Community Service.

*information provided by:
<http://www.nea.org/>



Contact
Ashlie
Banks:
Diversity@hrtampa.org



HR Tampa members collectively joined hands in December and volunteered at the Metropolitan Ministries' Holiday event for four amazing days of giving back to the community. Our responsibilities included registering clients, distributing food and toys, cleaning and organizing, sorting donations and child care. **Thank you** to all HR Tampa members who participated in the event, your gift of time was invaluable!

We all benefit by contributing to our community and our environment. In addition to making a positive difference, there are many additional benefits to volunteering your time. Did you know the number one action you can take to help manage stress is to volunteer and that volunteering can improve your own health? When we give back, we receive personal satisfaction by helping others, feeling useful and important to the community and connecting with city government and leaders.

A very small degree of hope is sufficient to cause the birth of love
Stendhal

Joining Hands to Give Back



HR Tampa is focused on encouraging and expanding our members' public service to the Tampa Bay community. We recognize that volunteer service is important to HR professionals and coordinate events to which members may wish to donate their time and en-

provide our members with a collaborative opportunity to contribute to our community and support these activities.



GLOBAL AFFAIRS COMMITTEE

Join our committee whose goal is to offer educational and networking opportunities to HR Professionals interested in stretching their role and career beyond the United States borders.

Our vision is to become the GPHR experts in the business community through established partnerships and joint programs of interest in the Global community.



If you are interested, please contact Laurel DeMattia at: globalaffairs@hrtampa.org.

MEMBERSHIP COMMITTEE

Do you want to be a Membership Ambassador? If you can give an hour before the meetings to be a greeter and a resource to our new members and guests, then we want you!

For information contact Ana Swiger or Melissa Robinson at: Membership@hrtampa.org



NEWSLETTER COMMITTEE

In 2013 we want to hear from our members and find out what you would like to see in the HR Tampa Newsletter.

We are also seeking members who are interested in helping to create the monthly newsletter. If you are interested, contact Angel Barton at Secretary@hrtampa.org





Save the Date

Coming in March

Saks Fifth Avenue



*Join us for
Global Fashion,
Wine & Cheese*



*Saks
Fifth
Avenue*



Early Bird Special
\$225.00
Premium Membership
until January 31st

Please remember that our Early Bird Special to join HR TAMPA and take advantage of the \$225 Premium Membership ends on January 31st!

After that date, the cost for the Premium Membership will be \$275. The Premium Membership is an all-inclusive membership that includes many amenities, including chapter dues, free attendance to all monthly meetings and the exciting HR Tampa Expo!

Basic Memberships are also available at \$125 which covers your dues and you pay only for those meetings that you register to attend.

Choose to be a member of one of Florida's largest and most active chapters, and advance the HR profession while having fun! HR Tampa is a 100% chapter, which means that each member must also be a member of the National SHRM organization. Please designate HR Tampa as your local chapter (#074) when joining SHRM. If you are a student, indicate chapter #5568.

Please go to <http://hrtampa.org> and click on the membership page or see our Membership Directors, Ana Swiger or Melissa Robinson for more information.

Welcome New Members

We truly appreciate that you decided to join HR Tampa. If you are a new member, please let us know by either introducing yourself to a board member, or sitting at the New Members Table. It is our goal to make you feel welcome!

If you have questions about HR Tampa, want to be introduced to other members, or need information, do not hesitate to ask.

From left to right: James Mann, Lilibeth Gorton, Dan Berg, Jacalin Ascough, Nicole Noreck, John McBride, and Emil Vargas



Workforce Readiness successfully recruited 13 students to participate in the third year of the “**HR Prodigy Group**” Internship Program for 2013. Committee members contacted teachers from Leto, Chamberlain, Jefferson, Robinson, Freedom, Armwood, Sickles, Durant, Dr. Earl J. Lennard, Bowers, Brandon, Newsome and Eisen Hower high schools. They visited schools during the month of November to speak with 11th graders about the value of Human Resources, applying for the internship program, and the potential to earn scholarships for their participation.



In addition, we are excited to have 5 students graduate from the 2012 “**HR Prodigy Group**” Internship Program. We started with 8 students and one moved away and two did not complete the program. We will have a graduation ceremony for our 2012 graduates and orientation to welcome our 2013 students at the same location on the same day. This huge celebration is to acclimate new students to the program and to allow them to see graduates who have actually completed the program. The event will be held at the Florida Aquarium on February 16 from 10am-2pm. Bill Eggert, Vice President of Human Resources and Angie Brown, Human Resources Director, have extended the invitation to host our event.



If you are interested in joining the Workforce Readiness Committee, please contact Debby Erdahl at: workforcereadiness@hrtampa.org



Are you willing to teach others what you have learned as an HR Professional?

We are recruiting HR Professionals who are willing to teach resume writing, mock interviewing, and fun facts about HR to high school students. We already have a presentation developed and guidelines to use while teaching the students. We only need passionate and upbeat HR Professionals, who are willing to spend time with 9th-11th graders. If you have 3-5 hours of time to volunteer within a 5 month period, **please contact Cheryl Brown @ 813-965-5520** to learn more about how you can make a difference.