



March 18, 2010 Breakfast Speaker

Register at www.skcnhrma.org

Privacy Rights in the Workplace

Privacy issues often arise in connection with background checks, responding to references, investigating potential misconduct, and other workplace situations. HR professionals often have to balance the employer’s right to operate the business against an employee’s right to privacy. Without a clear understanding of privacy law, some employers create unnecessary risks by overreaching while others don’t go as far as they could (and would like to!).

Please join us March 18 to hear Paul Nordsletten provide practical guidance for navigating the legal landscape surrounding privacy issues. In addition to identifying the legal landscape, he will provide us with real-world guidance about what employers can lawfully do in various situations.

About the meeting presenter:

Paul Nordsletten is an attorney who has been representing employers on labor and employment issues for over sixteen years. He has litigated countless matters involving invasion of privacy, discrimination, wage and hour, retaliation, and other employment claims in state and federal court and before local, state, and federal agencies.

He has drafted hundreds of policies and employee handbooks and provided on-going practical advice to employers to help them address their employment problems. He has also helped many employers prevail in union-organizing campaigns and address ongoing labor-management issues.

He is the founding member of Tahoma Law PLLC in Kent, Washington.

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Upcoming Meetings:

April 15, 2010
Lunch Meeting
**HR’s Role in an
Emergency or Disaster**

May 20, 2010
Dinner Meeting
TBD

The March meeting is being sponsored by TRUEbenefits. More information about TRUEbenefits is on page 13.

HRCI certification credit has been applied for and is pending for this presentation.

President's Letter

I received a Wii Game at Christmas from my husband (I don't know how he knew that was the only thing I wanted for Christmas other than the fact that I would drool over it every time we went to Costco). The first game I played was the bowling game. Mind you, I tried playing the other games on the disk but I couldn't get them. When I lived in Chicago I was on a bowling team and I was pretty good at it. When I worked at a former employer, I was also on their bowling team for 9 years - I became even better. Needless to say when I began playing the Wii bowling game I was pretty rusty but as I continued to play my scores began to rise. I started getting so good that I became a "Pro". You have to continue to maintain a level of scoring in order to continue to be a "Pro". I bowled a couple of bad games and I was demoted to a regular bowler – YOU KNOW I DIDN'T GO FOR THAT!

Let me tell you, I was getting so good that I even had the bowling form down. Now, mind you I have less that 4 feet from the front of my couch to the television; one day my daughters said, "Look at Mom she's going to go right through the television". I didn't care because I was a "Pro;" one with form and skill.

By now you are probably thinking, "That Rockie has just lost her mind." Well, I haven't, but I realized that I do my job with the same excitement as I play that game. If I missed that head pin, I learned how to turn my wrist, move over a couple of boards or put some speed on the ball. If I didn't pick the pins up and get my spare, I kept trying until I found a style that worked.

As a HR practitioner I keep trying different strategies until I find something that works. What I do for one employee or management team member may not work for another. I keep experimenting until I find the right solution! The HR job is one of constant change; do you change with it?

We all need to tap into what makes us passionate about working in the human resource field. When you remember the passion, it helps you go the extra mile and sometimes it takes you to the next level. I want a seat at the leadership table and I am just passionate enough to go after it – will you go with me? Don't just go through the motions; adjust your work strategies, like bowling, to meet each challenge. The leadership team needs HR at the strategic decision-making table. I know some of you are already seated at the table, help me get there!

Oh by the way, I got a WiiSports Resort game for Valentine's Day to play on my Wii Game and it has a better bowling game with a MotionPlus Controller; watchout – there's a new bowler in town!

Rockie Ward
President



Your Calendar

2010 Chapter Meetings			2010 Board Meetings	
CenterPoint Conference Center All meetings are held on Thursdays			Washington Employers, Inc., Kent If not on the Board but interested in attending a meeting, please contact Rockie Ward @253-796-6111	
March 18, 2010	Breakfast	7:15 am - 9:00 am	March 12, 2010	7:15 am - 8:30 am
April 15, 2010	Lunch	11:15 am - 1:00 pm	April 9, 2010	7:15 am - 8:30 am
May 20, 2010	Dinner	5:15 pm - 7:00 pm	May 14, 2010	7:15 am - 8:30 am
June 17, 2010	Breakfast	7:15 am - 9:00 am	June 11, 2010	7:15 am - 8:30 am
July 15, 2010	Lunch	11:15 am - 1:00 pm	July 9, 2010	7:15 am - 8:30 am
August NO MEETING			August 2010	
September 16, 2010	Dinner	5:15 pm - 7:00 pm	September 10, 2010	7:15 am - 8:30 am
October 21, 2010	Breakfast	7:15 am - 9:00 am	October 8, 2010	7:15 am - 8:30 am
November 18, 2010	Breakfast	7:15 am - 9:00 am	November 12, 2010	7:15 am - 8:30 am
December 16, 2010	Lunch	11:15 am - 1:00 pm	December 10, 2010	7:15 am - 8:30 am

Website Design by Roger Gervin



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Reference Checking – Rights, Obligations, and Liability

Often HR professionals are concerned when asked to provide information about former employees (sometimes even current ones!) to prospective employers. And most of us have tried to check references only to be told no information is provided either because of company policy or the law. Because reference checking can be time-consuming and frustrating when little information is obtained, it may be tempting to skip this process or not cooperate with requests. Don't!

Asking for information

If you hire someone who has a history of violence or crime and they later injure a co-worker, your company may be liable for negligent hiring if it knew or should have known that the employee posed a threat to others. However, an employer is typically not negligent when it conducts a reasonable background investigation and where the wrong committed was not foreseeable based on the nature of any previous criminal conduct by the employee. In other words, if you at least attempted to get relevant information, you most likely have protected your company from liability even if something does happen.

Some companies do basic reference checking by contacting past employers; this should always be done. Other companies go one step further and conduct criminal background checks via a third party (if you do, be aware of your obligation under the Fair Credit Report Act, even if “credit” has nothing to do with your background check). A background investigation might also mean obtaining a driver's license report – if driving is a required element of the job. Think about what might be appropriate for your workplace and talk to your legal counsel for guidance.

Providing information

When asked for a reference, is your company policy to not provide any information? Or to only confirm dates? That may be appropriate (though not helpful) unless you are withholding information that an employee was involved in a violent or criminal act related to the duties of their job that could potentially harm a third-party if the person is hired by another employer.

Worried about getting sued for sharing information during a reference check? The State of Washington is clear about the right of an employer to convey information per the following copied directly from the Washington State Legislature's [website](#):

RCW 4.24.730 – Liability immunity – Disclosure of employee information to prospective employer

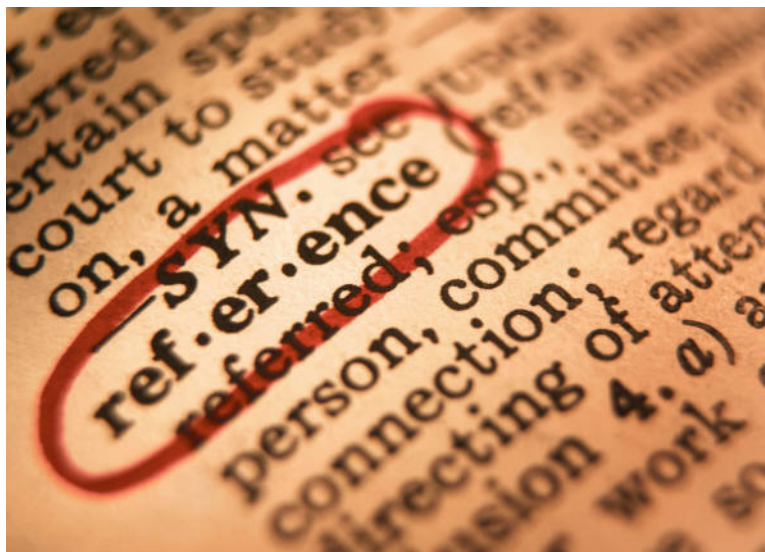
- (1) An employer who discloses information about a former or current employee to a prospective employer, or employment agency as defined by RCW 49.60.040, at the specific request of that individual employer or employment agency, is presumed to be acting in good faith and is immune from civil and criminal liability for such disclosure or its consequences if the disclosed information relates to: (a) The employee's ability to perform his or her job; (b) the diligence, skill, or reliability with which the employee carried out the duties of his or her job; or (c) any illegal or wrongful act committed by the employee when related to the duties of his or her job.

(2) The employer should retain a written record of the identity of the person or entity to which information is disclosed under this section for a minimum of two years from the date of disclosure. The employee or former employee has a right to inspect any such written record upon request and any such written record shall become part of the employee's personnel file, subject to the provisions of chapter 49.12 RCW.

(3) For the purposes of this section, the presumption of good faith may only be rebutted upon a showing by clear and convincing evidence that the information disclosed by the employer was knowingly false, deliberately misleading, or made with reckless disregard for the truth.

What does this mean from a practical standpoint? It means that it is perfectly legal to cooperate with a reference inquiry as long as the information you provide is factual and job related. If an employee had a documented attendance problem, perhaps you would respond to "How was her attendance?" by saying "Her attendance did not meet our standards because she missed 12 days in a 6-month period." "How was his performance?" may be answered with "He picked up our procedures quickly and had a relatively low scrap rate." Answers that put a person's performance in the context of your company requirements or their documented performance are better than stating "good" or "bad" since your company may have different standards than the organization making the inquiry.

It's important to consult with legal counsel to determine your organization's reference practices, as the information in this newsletter is not intended to replace the advice of counsel. It is important that the HR community be fully informed about the pros and cons of sharing this type of employee information so they can make appropriate recommendations and decisions about their hiring process.



United States Census 2010

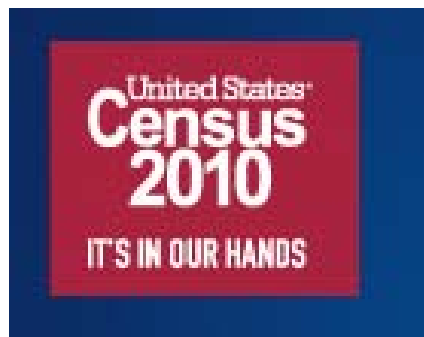
The U.S. Constitution requires a national census once every 10 years. Census questionnaires will be delivered or mailed to households via U.S. mail in March 2010 and are due back April 1.

There are only 10 questions on the 2010 Census questionnaire. By law, the Census Bureau cannot share an individual's census questionnaire responses with anyone, including other federal agencies and law enforcement entities. The Census will provide a snapshot of who we are as a nation and answers questions like how many people are here, who we are, and where we live. This data helps determine how much federal funding for programs and services a community receives and also provides for congressional re-districting and apportionment of the US House of Representatives.

Home visits may be made by the Census Bureau after May 1 if the census questionnaire has not been returned. If someone calls or knocks on your door, you should verify they are officially with the U.S. Census before answering any questions. They will have a badge and a confidentiality notice. From a safety perspective, you should NOT invite anyone you don't know into your home – you can answer the questions at the door.

The Census Bureau will NOT ask for your Social Security number, credit card or banking information, nor will they solicit donations. Any one asking for that information is a scam artist. Nor does the Census Bureau ask for financial information other than home ownership status. Finally, the Census Bureau will NOT contact you via e-mail, so do not click on a link or open any attachments in an e-mail that are supposedly from the U.S. Census Bureau.

For more information, go to www.2010census.gov. The Census Bureau is also seeking folks for short term, part time evening or weekend work, so if you have interested friends or family, have them call 1-866-861-2010.



Giving to Less Fortunate Community Members April 15th Meeting

The South King County Human Resource Association will be holding its annual clothing drive on April 15, 2010. Proceeds of this year's clothing drive will be donated to the Federal Way Multi-Service Center.

The Federal Way Multi-Service Center helps families that live in South King and Pierce County with a clothing bank and basic essentials to assist those in need to return them to the workforce. They allow men, women and children to visit the clothing bank once each month. Items available are coats, linens, shoes, professional clothing and small household items. Professional clothing is available to individuals seeking employment or trying to retain a job.

Clothing Bank Needs:

SKCHRA would like to focus on professional / business casual clothing although; all clothing and basic essential items will be accepted if in clean and usable condition. Some items in particular are currently in critical demand.

- Work boots, shoes
- Children's coats
- Blankets & sleeping bags for the homeless
- Business clothing for the men's & women's career clothing bank
- Good condition linens: bedding, towels
- Mittens, gloves, hats and warm socks
- Warm coats, men's or women's adult or child sizes

The Clothing Bank is located at Located at 120 S. 336th Street, Federal Way, WA 253-838-6810 Low Income residents of South King County are all welcome however, we would like to encourage donations of professional clothing to assist those who are seeking to get or keep employment.

Consider cleaning out your closets, as well as asking your co-workers to do the same. Your donations will be collected at the April 15th chapter luncheon and delivered to the Multi-Service Center..... it is that easy to help those less fortunate.

If you have any questions, please call me at 253-973-5076.

Thank you,
Jacquie b Edelen, PHR
Diversity Chair



NOW TAKING APPLICATIONS FOR THE SKCHRA 2010-2011 ANNUAL SCHOLARSHIP IN HUMAN RESOURCES

Application deadline: March 31, 2010

This scholarship is awarded by the South King County Human Resource Association (SKCHRA), to assist a South King County resident to pursue studies at an accredited 2-year or 4-year college or university with the intent to work in the field of human resources. One scholarship will be awarded in the amount of \$1,000 for the 2010 – 2011 academic calendar year.

DETAILS:

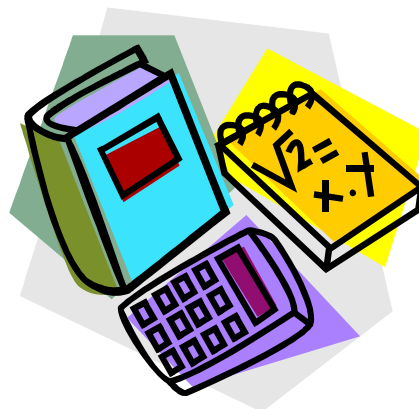
- SKCHRA will award one scholarship in the amount of \$1,000 for the 2010-2011 academic calendar year on the basis of the following rules and information.
- Applicant must be a resident of South King County.
- Applicant must be enrolled in an accredited public or private college or university and pursuing a degree to work in the field of human resources.

Mail the official application form to:
SKCHRA Scholarship Committee
P.O. Box 364
Kent, WA 98035-0364

The application must be completed and received by the Scholarship Committee at the above address **NO LATER THAN MARCH 31, 2010**. Envelopes should be clearly addressed to the "SKCHRA Scholarship Committee." Applications may be obtained from the SKCHRA website http://www.skcnhrma.org/SKCHRA_Scholarship.html or at monthly chapter meetings.

RULES:

Recipient must be enrolled in an accredited college or university of his or her choice during the academic year following the award. The award will be paid directly to the college or university on behalf of the recipient.



SKCHRA Scholarship Application For Academic Year 2010-2011

1. Applicant's Name: _____
(Please print)

2. Address:

Street, City, State Zip

E-mail address: _____

Daytime phone: (_____) _____ Evening phone: (_____) _____

3. College or University enrolled at for 9/2010: _____

4. Include letter of acceptance, your official class schedule or unofficial transcript with your application.

5. What are your career goals?

6. Please write a 300-500 word essay on the topic of why you are interested in pursuing a career in human resources or why human resource management is an important function for organizations (attach separate page if desired).

I certify that all of the information provided on this application is correct.

Signed:

Date:

Must be received no later than March 31, 2010.

Mail to:
SKCHRA Scholarship Committee
P.O. Box 364
Kent, WA 98035-0364

2010 Regional and National HR Conferences

Regional Conference

This year's Northwest Human Resources Management Association (NHRMA*) Conference and Trade Show will be at Sunriver Resort in Sunriver, Oregon, from Wednesday, September 29, through Friday, October 1, 2010. Visit the NHRMA [website](#) for full information.

Focusing on “**The Changing Environment of HR,**” workshops will address changes in legislation, culture, strategy, technology and wellness & values, plus provide you with the tools and strategies needed to face these changes and lead your business (and yourself) into the future with confidence.

The early registration fee of \$399.00 for SHRM members ends June 1; after that it increases \$100.00. *Or perhaps you could win hotel and registration with our contest!*

National Conference

This year's SHRM Conference and Exposition is being held in San Diego, California, from Sunday, June 27, through Wednesday, June 30, 2010. Conference brochures have been mailed to SHRM members; you can also visit the SHRM [website](#) for updated information.

The theme is “**A New Time for Growth; A New Focus on HR.**” Keynote speakers include former Vice President Al Gore; Steve Forbes, President and CEO of Forbes and Editor-in-Chief of *Forbes* magazine; and Marcus Buckingham, *New York Times* best-selling author and visionary.

Early Bird full conference registration is \$1,250 through April 16, 2010; the price goes up after that. Group pricing is available for five or more attendees from the same corporation.

* An affiliate of SHRM

Win a Trip to the 2010 NHRMA 72nd Annual Conference & Tradeshow September 29 – October 1, 2010 Sunriver Resort, Oregon

We recognize the value of continuing education for HR professionals at all stages of our careers. Folks just starting out in the field may desire knowledge to build foundational skills. Seasoned professionals know that regardless of how long we've been in this field, the one constant is change and it is critical we stay current not only on laws and regulations, but also new ideas and best practices.

Our monthly meetings are one way our chapter provides continuing education. And this year we're pleased to also offer one chapter member opportunity to attend our regional conference just for introducing guests to the benefits of our chapter meetings!

The winner of this trip will receive full conference registration and two night's hotel at the [NHRMA Conference](#), an \$800 value!

It's easy to participate in this contest – just attend chapter meetings and bring guests!

- To be eligible, you must be a current SHRM member and have designated South King County as your primary chapter (if you haven't done this yet, there's still time to [designate SKCHRA as your primary chapter!](#)).
- Each time you bring a non-chapter guest (can be a SHRM member or not, just not a current South King County member) to our February, March or April meetings, you will receive an entry into the prize drawing.
 - You and your guest must both register by the early registration deadline (three days prior to the meeting) for you to receive a drawing entry.
 - When your guest registers, tell them to include "Guest of Jane Doe" after their name on the registration form.
 - Each qualified guest earns you an entry into the drawing; the more guests you bring, the better your chances to win!
- Bonus! You will receive an additional entry into the drawing for each guest you bring, to any of these three meetings, who designates South King County as their primary chapter by April 21st!

The prize winner will be selected the first week in May and conference registration must be completed by June 1.

- If you win and are unable to attend, we will draw again; this prize is non-transferable.
- You will be responsible for all other costs, including transportation and meals.

We have some excellent meeting topics coming up, including Privacy Rights in the Workplace, and HR's Role in an Emergency or Disaster. So invite your guests and maybe you'll win a trip to the NHRMA Conference!



JOB BANK

Have You Checked The Job Bank Lately?

The South King County HRA Job Bank is a resource for companies to list local human resource job opportunities and for job seekers to find those opportunities. It is easy to access through the chapter website at www.skcnhrma.org. Simply click on "Job Bank" located on the right side of the blue menu bar at the top of the home page. Click on "Select Here" on the next page to go directly to the job bank site.

The SKCHRA job bank postings are free to organizations and it is a good place to post South King County human resource positions.

Advertise in this monthly newsletter and have your information reach over 200 Human Resources professionals!

If you have an educational event or business that could benefit HR professionals, share your information cost effectively to a targeted audience.

Advertising rates start at only \$50 and discounts are available for three months or more.

For more information, see our website [Advertising](#) section.



TRUEbenefits is an employee benefit consulting firm specializing in health and welfare planning for private and public employers in the Pacific Northwest. As one of the few remaining privately-held benefit consulting firms in the Puget Sound, they've created a niche as a boutique firm capable of meeting and exceeding the needs of our region's largest employers. At TRUEbenefits, their mission isn't to be the largest consulting firm in town. Instead, they've developed a unique service model that translates into a distinctive, more intimate consulting experience for their clients allowing senior executives to be involved every step of the way. Their client-to-staff ratio is market-leading and service-level investments are made locally with none of the inherent concessions from the demands of Wall Street.

Recently, TRUEbenefits was invited to be a member of the nation's premier, independent employee benefit broker consortiums: the Benefit Advisors Network (also called BAN). Membership provides access to the shared knowledge and resources of 30 other leading, privately-held benefit consulting firms throughout the United States. BAN's independence on both the corporate and member level set it apart from publicly-traded national competitors.

TRUEbenefits is proud to be a sponsor of the South King County Human Resources Association and they look forward to continuing this relationship in years to come.

Meal Deal 2010

Don't Miss this Opportunity to Save!

Your pocketbook, or your employer, will appreciate your cost conscious decision to purchase a 2010 Meal Deal Card. Besides saving money the Meal Deal Card reduces the number of expense reports you have to prepare and reimbursement checks your employer has to process. Those members who have used the Meal Deal Card love the convenience!

If you are a SHRM* member who has designated the South King County Human Resources Association as your primary chapter, you may purchase a convenient Meal Deal Card at any SKCHRA chapter meeting or through our website's meeting registration page. Cards may be used for attendance at any **2010** SKCHRA chapter meeting of your choice. If you are unable to attend a meeting, you may have someone else from your organization use your card or you may also use your card for a guest. **Plus, your Meal Deal card is good toward \$5.00 off any SKCHRA social event!** The following Meal Deal packages are available with savings of 10% or more:

MEAL DEAL CARD COST	Cash/Check/PayPal
2010 Meal Deal - 5 Meals	\$90.00
2010 Meal Deal - 8 Meals	\$140.00

Meal Deal card holders must still register during the pre-registration period for any meeting they plan to attend to insure adequate seating, food and hand-outs are available for everyone.

For additional information contact Kimberly Gilman at:
monthlymeetingregistrar@skcnhrma.org

*Our chapter is a "100%" chapter meaning our entire membership belongs to SHRM and no additional dues are required to designate us as your home chapter.

Please ask any Board member if you wish information about joining SHRM.

New Chapter Members

Please welcome the following new member who has designated South King County as their chapter.

- Renee Winkle, HR Administrator, Orion
- Carol Patton, Benefits Analyst, Volt Management
- Mark Burns, CMFC, Waddell and Reed
- Natalie Langford, HR Generalist, Boeing
- Mary Beth Ryan, HR Consultant, Ryan and Associates



Sponsor a South King County HR chapter meeting!

If you have an educational event or business that could benefit HR professionals, here's an opportunity to share your information personally at one of our chapter meetings.

For only \$100.00 you will receive:

- Registration for one (1) company representative.
- Five (5) minutes of presentation time at the start of the meeting to inform attendees of the benefits of your company product or services.
- Your business logo, name and a brief summary of information about your business in two of our SKCHRA monthly newsletters (the sponsorship month and the following month).
- Opportunity to network with meeting attendees before and after meeting (as time permits.)
- All business cards you collect during the meeting may be retained by you for future business leads.
- Space to display your product or service information for meeting attendees before and after the meeting. A small company brochure or flyer may be left at each meeting.

All Sponsorship requests must be approved in advance to ensure they will meet the professional needs of our HR community. Complete information is available on our [website](#).

Meeting Registration

Date: **March 18, 2010**

Time: 7:15 a.m. Registration & Networking

7:30 a.m. – 9:00 a.m. Program

Place: **CenterPoint Conference Center**

20809 – 72nd Ave S
Kent, WA 98032

Pre-Registration Cost:

\$20.00 SHRM Members & Sponsored Guests

\$24.00 Non-SHRM Members

\$10.00 SHRM Student Members

Late or Door Registration Cost:

\$25.00 SHRM Members & Sponsored Guests

\$29.00 Non-SHRM Members

\$15.00 SHRM Student Members

Please register at:

<http://www.skcnhrma.org/meetingregistrationform.html>.

Note: Meal Deal Card holders must still register in advance in order to provide us with an accurate headcount.

If you choose to attend a chapter meeting without registering prior to arrival you will need to pay at the door either with cash or by a personal or company check made out to **SKCHRA**.

If you must cancel, notify Kimberly Gilman via email at: monthlymeetingregistrar@skcnhrma.org

Refunds are available for registration cancellations made prior to the pre-registration deadline.

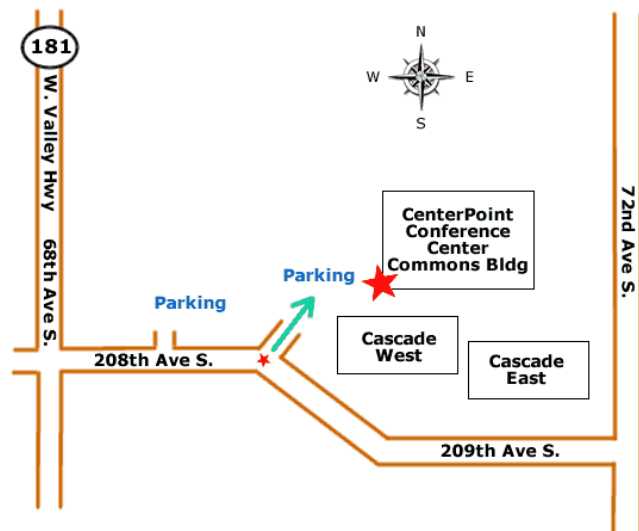
Cancellations occurring within 3 business days of the meeting are not eligible for refund, as the chapter must pay for the headcount guaranteed to our vendors. We suggest you send another representative from your organization.

Chapter Meeting

March 18, 2010

Pre-registration Deadline:
Monday March 15, 2010, 12:00 Noon
CenterPoint Conference Center
20809 72nd Ave S.
Kent, WA 98032

The best way to find us is to travel via WA 181 (also referred to as West Valley Hwy and 68th Ave. S)... then turn east onto 208th Ave. S... then left into the parking area when 208th comes to a "Y" shaped intersection.





SKCHRA

2010 Board of Directors

President	Rockie Ward, PHR	253-796-6111	rockie.ward@omax.com
Past President	Bryan Price, SPHR	206-276-9477	bwprice@comcast.net
President Elect	Greg Carpenter, SPHR	206-834-9758	gwcarpenter@gmail.com
Secretary	Rhonda Kelly, PHR	425-981-1292	rhondak@rainier.com.
Treasurer	Pam Gibbons, SPHR	253-458-3483	pamg@exoticmetals.com
Programs Co-Chair	Heather Smith, SPHR	206-802-1516	smith_hc@hotmail.com
Programs Co-Chair	Erin Colwell, PHR	253-661-7805 x203	erin.colwell@orionworks.org
Membership Co-Chair	Leigh Booth, SPHR	425-235-2750 x223	LBooth@aimseattle.com
Membership Co-Chair	Gail Gervin, PHR	206-664-7246	gailgervin@wa-emp.com
Legislative	Maggie Crutcher, PHR	253-854-9330	maggiec@protectivecoatinginc.com
HRCI Accreditation	Jim Cassidy, SPHR	206-714-5889	jim.cassidy@7-11.com
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Newsletter	Rebecca Shorrock, PHR	253-867-3230	rshorrock@petrocard.com
Diversity Coordinator	Jacque Edelen, PHR	253-973-5076	jbedelen2009@gmail.com
Workforce Readiness	Annette Coder, PHR	253-835-7678 x106	annettec@multi-servicecenter.com

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 PetroCard Systems, Inc.
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 Kent, WA 98035

