SHRM-CP and SHRM-SCP Certification Preparation Course for 2017

The New Direction of the Profession

Employers Resource Association has done its due diligence and believes the HR profession has and will continue to shift. From what we see, SHRM has gotten out in front of this change with their new credential and the Body of Competency and Knowledge (BoCK). That is why we will continue to offer the SHRM-CP and SHRM-SCP Certification Preparation Course this year. Participants from our prep course in 2015 (the first year of the new prep course and exam) passed the certification exam at a rate of 89%. SHRM has yet to produce the national averages, but we are quite confident this will exceed the national averages. Here are some details about the prep course:

Our 2017 SHRM-CP and SHRM-SCP Certification Preparation Course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Because of its rich, real-life instruction HR managers not currently pursuing certification will also find the classes valuable for their professional growth.

Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success:

- Built on one singular Body of Competency and Knowledge (SHRM BoCK™) designed to elevate the HR profession around the world.
- Test the HR professional’s competency—the ability to put that knowledge to work through critical thinking and application.
- Demonstrate that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results.

(Continue on page 15)
From the President

At ERA, we’ve been spending the last several months on strategic planning. To truly serve our mission of providing superior resources to our members, we need you to play an important role in this planning.

All we ask is that you give us about 10 minutes of your time to complete a brief membership engagement survey.

The valuable feedback our members provide has an impact on our future plans. This is an opportunity for you to let us know what we should continue doing to meet your needs, where we can improve and what we can build on.

This information is used to determine what subjects to cover in training, how we can expand our consulting services to assist in your day-to-day operations and where we can grow in our offerings.

On February 14th, we’ll be sending out the membership engagement survey. Please let us know how we can enhance your membership experience at ERA.

Membership Engagement Survey opens 2/14/17 and closes 3/1/17.

Thank you in advance!
Survey Update

Evaluating the cost for healthcare coverage can oftentimes be a difficult task. Having access to outside resources to help gauge the marketplace and determine average costs across similar employers can be a huge aid in the process.

ERA’s Health and Welfare Benefit Survey report revealed that as in 2015, more than 1 in 3 companies (39%) reported an increase in premiums of less than 3%. A slightly larger portion of the participating organizations reported having no increase in premiums compared to last year (27% vs 20%). To help counterbalance higher premiums, it appears that employers increased employee contribution amounts in 2016. We saw an average increase in PPO employee contributions ranging between 8%-13%. Among High Deductible Health Plans (HDHP), we saw an increase in employee contributions ranging between 13% - 16%.

PPO and high-deductible health insurance plans continue to account for over 80% of all health plans offered by employers. High-deductible plans have become the most popular choice for health insurance plans, mostly driven by the cost cutting options that this type of plan provides.

The implementation of a wellness program continues to be a top strategy utilized by employers to reduce healthcare costs. In fact, 24% of employers reported implementing a wellness program in the past 12 months. Employers offering a wellness programs to their employees are hoping to reduce costs by promoting a healthy lifestyle which includes regular check-ups with a physician, flu vaccinations, and regular exercise. The benefit of encouraging these preventative behaviors is reduced insurance claims, resulting in lower healthcare cost. By speaking with your health insurance provider or broker, you can gain more information about strategies for reducing costs. Knowledge about recent trends within the marketplace regarding insurance cost can be a huge aid when evaluating your plans and costs for the upcoming year.

To review the entire Health and Welfare Benefit Survey report, please click here. The report is available to all ERA members by visiting our website, www.hrxperts.org. If you have any questions regarding our survey information, please contact Jeff Lucas, Survey Consultant at toll free at 888.237.9554 or by e-mail at jlucas@hrxperts.org.
Leadership Skills for Group Leaders I

New 4 Week Format!

Help your non-exempt level group leaders improve their ability to get things done through others without actual supervisory/management authority. This course will give them the tools they need to have more success, with more people, more often, by exposing them to the most important leadership competencies.

Learning Objectives:

- Adopt the qualities of a great leader
- Change/adjust leadership styles to meet the needs of team members
- Apply motivational techniques
- Avoid communication “gaffes” that plague group leaders
- Improve skill training: techniques to get new employees trained better and faster

About your instructor...

Gary Mertz, SPHR, SHRM-SCP, Learning and Development Consultant, leads this program. Gary shares his knowledge and experience from a wide range of industries with participants.

Who should attend?

Current or potential hourly group leaders.

Member Discount:

Register three or more people at least 14 days prior to the program to qualify for a 5% Group Discount.

*Cancellation Policy:
Substitutions may be made at any time prior to the first class session. No-shows or cancellations in writing within 2 full business days will be charged.

Date: Thursdays, February 2, 9, 16 & 23, 2017
Time: 8:15 a.m. — 12:15 p.m.
Location: ERA Cincinnati Office
1200 Edison Drive
Cincinnati, Ohio  45216-2276
Member Fee: $350.00
*Non-members Fee: $490.00
SHRM-CP/SCP PDCs: 16
PHR/SPHR/GPHR Recertification Credits: 16

Gary Mertz, SPHR, SHRM-SCP

To register, e-mail training@hrxperts.org, call 513.679.4120 or online.
Excellence in Leadership I

This intensive workshop is a key component of the core “Excellence in Leadership” series for managers and supervisors. Participants will be exposed to a variety of competencies necessary to be successful leading others in today’s complex workplace. Highly interactive, participants will apply what they learn while in the classroom.

Learning Objectives:

- Adopt the qualities of a great leader
- Use authority and influence appropriately
- Flexing leadership styles to meet the needs of team members
- Discover the “true” nature of motivation
- Utilize motivational techniques to get better results
- Identify the laws that govern the workplace such as Title VII, FLSA, FMLA, OSHA, ADA and many more
- Avoid common leadership landmines that land them and companies in legal trouble.

Who should attend?
Any manager or supervisor with six months or more experience. Less than six months should consider Making the Transition to Supervisor.

Member Discount:
Register three or more people at least 14 business days prior to the program to qualify for a 5% Group Discount.

*Pre-payment is required for non-members.

To register, e-mail training@hrxperts.org, call 614.538.9410 or online.

About your instructor...
Dawn Hays, Esq., SHRM-SCP, Director and Counsel, Columbus Office, will lead this important leadership program. She brings years of experience to this program. As an employment attorney, Dawn advised Fortune 500 companies and middle market clients in all areas of employment law.
New Members

**Brandcraft** is located in Cincinnati, Ohio. Mr. Josh Young is the HR Contact.

**Commonwealth, Inc.** is located in Cincinnati, Ohio. Mr. Brent Collins is the President and CEO.

**Creative Connections, LLC** is located in Cincinnati, Ohio. Ms. Tamela Peel is the CEO.

**Godbey Law** is located in Cincinnati, Ohio. Mr. Mark Godbey is the Owner.

**JobsOhio** is located in Columbus, Ohio. Mr. John Minor is the President and Chief Investment Officer.

**Kwest Group** is located in Dublin, Ohio. Ms. Katie Coulson is the HR Manager.

**Market Ready** is located in Columbus, Ohio. Mr. Jeff Wilkins is the Manager.

**Matlock Electric Co., Inc.** is located in Norwood, Ohio. Mr. Joseph Geoppinger is the President.

**Octal Extrusion** is located in West Chester, Ohio. Mr. John Dennis is the HR Contact.

**Office Furniture Source** is located in Cincinnati, Ohio. Mr. Peter Ellington is the General Manager.

**Ohio Woodworking Co., Inc.** is located in Cincinnati, Ohio. Mr. Tom Frank is the President.

**Plastic Suppliers, Inc.** is located in Columbus, Ohio. Mr. George Thomas is the President and CEO.

**Reaf Marketing** is located in Loveland, Ohio. Ms. Diane Walker is the President.

**Rotex Global, LLC** is located in Cincinnati, Ohio. Mr. Adam Phelps is the Director of HR.

**Second District Court of Appeals of Ohio** is located in Dayton, Ohio. Ms. Erin Scanlon is the Court Administrator.

**SkilkenGold** is located in Columbus, Ohio. Mr. Rob Swan is the CFO.

**TEVA Pharmaceuticals** is located in Cincinnati, Ohio. Mr. Jason Berndt is the Sr. Director.

**UGN, Inc.** is located in Monroe, Ohio. Ms. Caryl Marvin is the HR and Safety Manager.

**Welding Alloys** is located in Florence, Kentucky. Mr. Jeffery Watkins is the President/Managing Director.
Welcome, new members to ERA—
Thank you for your membership!

Green Bay Packaging Inc. is a privately owned, diversified paper and packaging manufacturer. Founded in 1933, this Green Bay, Wisconsin based company has over 3,000 employees and 31 manufacturing locations. The Green Bay Packaging Cincinnati Division is an industry-leading manufacturer of high quality corrugated packaging for food, paper, hardware, housewares and furniture packing industries.

Flynn & Company has significant experience in providing professional services in the three key business areas of audit, tax and consulting to industry segments that include manufacturing, distribution, construction, privately owned businesses and non-profit organizations. For over twenty one years, the firm has been dedicated to providing innovative and practical solutions that are customized to meet the needs of each and every client. Flynn & Company believes that supporting sustainable growth for their clients involves being proactive in many different aspects of the business simultaneously. Operational efficiency, strategic planning and financial accountability are just a few key components that the firm can focus on to ensure that clients are meeting their objectives. The firm strives to provide outstanding client service by maintaining a structure that grants a shorter decision making process, more senior level involvement on client accounts and customized service offerings for each client.

The Boyd Funeral Home was opened by the Boyd Family in 1922 and was originally located in Larue, Ohio. The family moved the business to Marion, Ohio in 1929 and is now the largest funeral home in Marion County, Ohio. It is still owned and operated by members of the Boyd-Born family.

Visit their website
Safety Spotlight

The human psyche is one that often won't permit the individual employee to escape the human rigors (baggage) that we take everywhere we go. Some of those might be divorce, financial woes, family illnesses, child gone bad and so-on.

Some workplace tasks call for precise attention to dimensional tolerances while some require emotional investment to employee performance issues. Production quantity, quality and timing also fall upon some - in addition to all the others listed above. What can the employer do to offer some levity at work that requires a minimum investment? Something that can offer a smile to the faces that need it most and all others, too?

One of my clients had the best remedy for this set of workplace stress potentials that I have ever seen. No one has ever come close to this system in my twenty-plus years of doing industrial consulting and training for scores of clients.

This employer had something like a wooden dancefloor perhaps twenty-five feet square. This floor was located just beyond the reception office on the production floor.

There were four large screen televisions elevated above the floor at each end of the dancefloor. On each of the television screens, continuously playing, were photos of each employee along with their family members, dog, cat, canaries, race car, etc. Some of the photos were the employee’s, or their spouse’s, or their children’s baby pictures.

This was delightful to look at and watch the photos scroll. Sometimes a home, sometimes old photos of their parents and grandparents – antique photos, if you will. The employees had complete control and free will to update and change photo(s) as they cared to.

In addition, there were several 48” by 48” easels with imprinted photos of the company management staff on metal plates. On separate metal easels were all kinds of magnetic, “Funny business” decorative items. Propeller beanies, clown noses, clown wigs, large noses, funny glasses, funny mustaches and beards and anything else you could name.

I watched several employees pass these metal photo plates. The employees would remove one magnetic funny item and replace it with another, usually chuckle, laugh and continue-on their way. On occasion, a high-five would occur!

Periodically, a photographer would snap a picture of the decorated metal picture and that picture would then show up on the large screens. The employees loved it. When a client or potential client would arrive for a plant tour, their second stop was always at the dancefloor location.

I was seriously impressed by this idea because the management staff also loved it. It was a major morale booster for all.

The EH&S person who took me through the facility said it best:

“One of the best features of this is that it lets all of us see that we are human beings. We have spouses, children, pets, special interests, homes, and parents. We get reminded of that each day when we come here to work”.

These are events so often lost in the typical workplace, but not here!

So, what do other employers do to enrich their workplace morale?

Getting to see this in action was a pure delight. Good natured fun enjoyed by all.

If you would like Billy Ring’s assistance with your safety program or to have a safety audit, contact Carol Reubel at 888.237.9554.

Article provided by Billy Ring, an Associate Instructor.
ERA Special Events

Legal Breakfast Briefing - "The Use of Early Dispute Resolution to Resolve Employment Disputes without Court Involvement and to Improve the Workplace Culture"

Michael Hawkins,
Dinsmore & Shohl, LLP
Tuesday, February 21, 2017
8:30 a.m. - 9:30 a.m.
ERA Cincinnati Office
Member Fee: $25.00
Non-member Fee: $35.00

To register, click here.

Legal Breakfast Briefing - “Curtailing FML Abuse”

Jeff Shoskin,
Frost Brown Todd, LLC
Tuesday, March 21, 2017
8:30 a.m. - 10:00 a.m.
ERA Cincinnati Office
Member Fee: $25.00
Non-member Fee: $35.00

To register, click here.

Legal Breakfast Briefing - “Proper Use of Non-Compete Agreements & Other Restrictive Covenants”

Brian Dershaw,
Taft, Stettinius & Hollister, LLP
Tuesday, April 18, 2017
8:30 a.m. - 9:30 a.m.
ERA Cincinnati Office
Member Fee: $25.00
Non-member Fee: $35.00

To register, click here.
ERA Upcoming Training

<table>
<thead>
<tr>
<th>Cincinnati Training</th>
<th>Columbus Training</th>
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<tbody>
<tr>
<td><strong>Excellence in Leadership I</strong> will take place on Wednesdays, February 1, 8, 15, 22, March 1 &amp; 8,  8:15 a.m.—12:15 p.m.</td>
<td><strong>SHRM CP/SCP Certification Preparation Program</strong> will take place on Tuesdays, February 8, 15, March 1, 8, 15, 22, 29, April 5, 12, 19, 26 &amp; May 3, 5:30 p.m.—8:30 p.m.</td>
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<td><strong>FMLA Essentials</strong> will take place on Wednesdays, February 1 &amp; 8, 8:30 a.m.—11:30 a.m.</td>
<td><strong>Communication Skills for Teamwork</strong> will take place on Tuesday, February 14, 8:30 a.m.—3:00 p.m.</td>
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<td><strong>Leadership Skills for Group Leaders I</strong> will take place on Thursdays, February 2, 9, 16 &amp; 23, 8:15 a.m.—12:15 p.m.</td>
<td><strong>Delivering Performance Appraisals and Feedback</strong> will take place on Wednesday, February 15, 8:30 a.m.—3:00 p.m.</td>
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<td><strong>Leadership Skills for Group Leaders II</strong> will take place on Tuesdays, March 14, 21, 28 &amp; April 4, 8:15 a.m.—12:15 p.m.</td>
<td><strong>Excellence in Leadership I</strong> will take place on Tuesdays, February 28, March 7, 14, 21, 28 &amp; April 4, 8:15 a.m.—12:15 p.m.</td>
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<td><strong>Perfecting Your Presentation Skills</strong> will take place on Tuesdays, March 14 &amp; 21, 8:30 a.m.—3:00 p.m.</td>
<td><strong>Employment Law Update &amp; Review</strong> will take place on Thursday, March 2, 8:30 a.m.—4:30 p.m.</td>
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<td><strong>COBRA Essentials</strong> will take place on Wednesday, March 15, 8:30 a.m.—11:30 a.m.</td>
<td><strong>Human Resource Management I</strong> will take place on Wednesdays, March 15, 22, 29, April 5, 12 &amp; 19, 8:15 a.m.—12:15 p.m.</td>
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<td><strong>Workplace Harassment Awareness and Prevention for Non-Managerial Staff</strong> will take place on Wednesday, March 22, 9:00 a.m.—12:00 p.m.</td>
<td><strong>Delivering Performance Appraisals and Feedback</strong> will take place on Thursday, March 30, 8:30 a.m.—3:00 p.m.</td>
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<td><strong>Exceptional Customer Service</strong> will take place on Thursday, March 23, 8:30 a.m.—3:00 p.m.</td>
<td><strong>Discipline and Discharge for Managers and Supervisors</strong> will take place on Tuesday, March 30, 8:15 a.m.—12:15 p.m.</td>
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<td><strong>How to Champion Change</strong> will take place on Wednesday, March 29, 8:15 a.m.—12:15 p.m.</td>
<td><strong>Personal Assertiveness</strong> will take place on Tuesday, April 11, 8:15 a.m.—12:15 p.m.</td>
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<td><strong>Skill-Based Training Techniques</strong> will take place on Tuesday, February 7, 8:30 a.m.—3:00 p.m.</td>
<td><strong>OSHA 30 Hour General Industry Outreach Training</strong> will take place on Thursdays, March 2, 9, 16, 23 &amp; 30, 8:30 a.m.—3:30 p.m.</td>
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<td><strong>SHRM CP/SCP Certification Preparation Program</strong> will take place on Tuesdays, February 21, 28, March 7, 14, 21, 28, April 4, 11, 18, 25 &amp; May 2, 5:30 p.m.—8:30 p.m.</td>
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<td><strong>Workplace Harassment Awareness and Prevention for Managers</strong> and Supervisors will take place on Tuesday, February 28, 8:15 a.m.—12:15 p.m.</td>
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To register for classes, click here, e-mail training@hrxperts.org or call 888.237.9554.
Take Advantage of Ohio BWC Grant Money

The BWC has a generous amount of grant money available for Ohio employers looking to decrease their drug-related accidents and improve their return-to-work process. Not only is there grant money available to establish these programs and provide training to your employees and supervisors on your policies; there are also premium discounts associated with both the Drug-Free Safety Program (DFSP) and the Transitional Work Program (TWP) that are stackable with programs like Group Rating.

These two programs not only provide a discount but more importantly improve your workplace safety, company culture, and return-to-work process:

♦ **DFSP:**
  - Up to 7% savings
  - Loss-prevention strategy that addressing workplace use and misuse of drugs and alcohol with the intent to prevent on-the-job injuries and illnesses more effectively
  - BWC grant money available to establish the initial program for 2 years—includes employee training, supervisor training, and written drug policy
  - Substance abusers file 3-5x more claims and are 2.5x more likely to be absent over 8 days per year

♦ **TWP:**
  - Up to 10% savings
  - Formal program to facilitate in the recovery and return to work of employees
  - BWC grant money available to cover 75% of the implementation cost

The BWC has revamped Destination Excellence in the past several years—cutting the required trainings, raising the potential savings and offering grant money towards program setup.

The time to consider the Drug-Free Safety Program and Transitional Work Program is now.

Please contact Katie Jones with The Matrix Companies at 513.351.1222 or kjones@matrixtpa.com to look into eligibility or for more information.

*Article provided by The Matrix Companies, an ERA Partnered Service.*
Ohio Unemployment
Legislative Update

For 2017 all Ohio tax contributing employers should have noticed a .6% assessment added to their 2017 Ohio unemployment tax rate notice. This one-time assessment was part of HB 390 that was signed by Governor Kasich in June of 2016. This bill required a one-time loan to be made from unclaimed funds to the Unemployment Compensation Fund for the purpose of paying the outstanding balance on the loan Ohio received from the federal government. This assessment avoided employers from seeing an assessment on their FUTA taxes. This will save Ohio tax contributing employers an estimated $72 per employee.

On December 27, 2016 Governor Kasich signed SB 235. This bill will raise the unemployment taxable wage base from $9,000 to $9,500 for tax years 2018 and 2019. This is to replenish the state fund and ensure that Ohio will not have to seek federal loans in case of a future increase in unemployment claims. For tax year 2020, the taxable wage base will then decrease to $9,000. SB 235 also freezes the maximum weekly benefit amount for the time period beginning January 1, 2018 to January 1, 2020. Typically the Ohio maximum benefit amounts for unemployment have increased every year.

If you would like a free assessment of your unemployment taxes please contact Katie Jones at The Matrix Companies, 513.351.1222 or kjones@matrixtpa.com. We represent employers on their unemployment in all 50 states.

*Executive Committee Members

Article provided by The Matrix Companies, an ERA Partnered Service.
Are you asking yourself “should we do away with performance appraisals? My supervisors hate them and the employees do too!” Much has been written and shared in both the mainstream media and the HR industry about doing away with the annual evaluation.

Dawn Hays, Esq., Counsel and Director for the Columbus office recently was published stating that employers should keep them in place but change the process. Her perspective was that when she practiced employment law defense, she would receive calls from clients who were ready to terminate an employee for performance issues. When asked to see the documentation, more often than not, she found that it was nonexistent or simply full of conclusory statements and opinions.

Failing to provide and document meaningful performance feedback not only increases risk, but from an employer/employee relation perspective forces an employer to forgo all the benefits of providing feedback and delivering honest performance appraisals. From increased motivation to improved performance – there is no question that an effective feedback and performance appraisal process benefits employees and the organization alike.

Today we are hearing about three cutting-edge performance management practices — ratingless appraisals, ongoing feedback and crowd-sourced feedback. Ratingless reviews are an evolution from simplified ratings. Ongoing feedback expands the annual or mid-year review to monthly or quarterly. Crowd-sourced feedback uses social media platforms to permit peer feedback in a free-form manner compared to the more formal, structured process of 360 reviews. These practices appear to be spreading rapidly, but companies using these practices remain a distinct minority. Each have their pros and cons and if you would like more information, reach out to Monique Kahkonen, Director of Compensation and Benefit Services, mkahkonen@hrxperts.org to delineate.

OK, back to the point at hand. Yes, your CEO has come to you and stated that General Electric (Accenture, Adobe, and Netflix too) has done away with their appraisal process. One report stated that managers spend about 210 hours in performance review activities and employees spend an average of 40 hours on the evaluation process each year.

By doing away with this amount of activity, we can let our managers focus on more important things.

Regardless of what the media is stating, GE didn’t really do away with the performance review process, they just changed it. They realized that the annual review just wasn’t a particularly good way to manage people or to boost performance. It led to a tendency to focus excessively on process over outcomes.

(Continued on page 14)
Today, employees have a series of near-term goals, or “priorities.” Managers are expected to have frequent discussions, called “touchpoints,” on progress toward those goals and note what was discussed, committed to and resolved. The focus isn’t on grading how well people are doing, but on constant improvement. This is moving a manager to a coaching role. Just by checking in more frequently, managers can increase employee productivity. In fact, some of the latest data being published suggests that the direct reports of managers who check in on progress towards weekly goals are up to 24 times more likely to achieve them.

At GE, employees too can give or request feedback, called Insights, at any point. Interestingly this isn’t limited to their immediate manager, or even their division. Normally, you never get that feedback unless you manage to track someone down the next day, which is rarely done and only from a direct manager.

Managers still have an annual summary conversation with employees around December where they look back at the year and set goals, but it’s far less consequential and fraught with issues than the formal review the company is replacing.

So to make the performance appraisal process meaningful, employers should:

- Mandate that leadership provide feedback (and document it) throughout the year;
- Train supervisors on how to effectively document and provide feedback; remember the form isn’t as important as how and when it is delivered;
- Ensure leaders are rewarded for doing it and penalized for not doing it;
- Enlist the help of the C-Suite to ensure documented feedback is a part of every employee’s file.

Taking a few of these steps today can not only keep your employees engaged and thus performing higher which can result in greater business growth.

Join us for Delivering Performance Appraisals and Feedback on Wednesday, February 15, 2017 in Columbus or on Thursday, March 30, 2017 in Cincinnati.
This certification preparation course covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies - Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness and Communication. For more information on these new credentials visit www.SHRMCertification.org.

This intensive 12-week program combines expert instruction from Monique Kahkonen, SPHR, SHRM-SCP in Cincinnati, and Dawn Hays, Esq., SHRM-SCP in Columbus, with the 2017 SHRM Learning System, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam. Both Monique and Dawn attended the SHRM conference in Dallas to become certified instructors for this course.

For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity.

As an added advantage, we use the SHRM Learning System, which has a long and established track record of helping HR certification candidates beat average pass rates. It features relevant HR content and advanced tools that streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. The course price includes all course materials but does not cover registration for the SHRM-CP or SHRM-SCP examinations. Click here to register or for more details.

**Additional Information**

**Who should enroll:**
- HR professionals qualified under SHRM requirements for SHRM-CP and SHRM-SCP certification who are preparing for the exam.
- Individuals who want advanced education and training for a successful HR career.
- HR professionals wanting a broader education or to update their HR knowledge.
- HR professionals who want to enhance their marketability by gaining current HR knowledge.

**Knowledge Domain Details**

**HR Competencies**
- Leadership & Navigation
- Ethical Practice
- Business Acumen
- Relationship Management
- Consultation
- Critical Evaluation
- Global & Cultural Effectiveness
- Communication

**People**
- Talent Acquisition & Retention
- Employee Engagement
- Learning & Development
- Total Rewards

**Organization**
- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee Relations
- Technology & Data

**Workforce**
- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- Employment Law & Regulations (U.S. only)

**Strategy**
- Business & HR Strategy

If you have any questions about our prep course, please contact Monique Kahkonen at mkahkonen@hrxperts.org in Cincinnati and Dawn Hays at dhays@hrxperts.org in Columbus.
2017 Employment Law Update and Review

See Ohio’s Top Attorneys in Action

ERA’s annual Employment Law Update and Review is all about you. Staying abreast of the latest changes in employment law is critical to remaining the consummate HR professional. Your attendance demonstrates to all that you:

- Ask super lawyers your own tough questions without their meters running

- Stay on the cutting edge by evaluating your current practices against changes in the law

- Are serious about being a viable strategic business partner to your management team

- Protect your career in areas where mistakes could be damaging or create personal liability

- Will be one step ahead of your less savvy competition and enjoy the confidence of being current, compliant and competent

- Practice good stewardship by minimizing the likelihood of litigation

Reserve your seat now for the most important HR/legal event of the year!

**Columbus**
Thursday, March 2, 2017
[Register here.](#)

**Cincinnati**
Tuesday, March 7, 2017
[Register here.](#)
Effective January 22, 2017, all employers are now required to use the new so-called “smart” version of Form I-9. The form is available for electronic completion in a fillable pdf. However, the form and process are not designed for electronic signatures. Therefore, once completed electronically, the form must be printed and signed by the employee and employer representative.

Below is a brief overview of a few relevant changes:

**Electronic Enhancements**
- Drop down menus – this is especially helpful for the document lists.
- Error Messages (if a required field is left blank)
- Instructions and explanations of each field

**Substantive Changes**
- In the prior version of the form, Section 1 – the employee section, required the new hire to provide “other names” used. In the new form, the field calls for “other last names” only.
- Employers must affirm whether a preparer or translator was used
- The form provides space for employers to enter additional information

Here are a few important reminders that apply to the Form I-9 process:
- Section 1 of the form must be completed on or before the first day of paid work
- Section 2 of the form must completed within 3 business days of the first day of paid work
- In Section 1, the field for social security number is voluntary, unless the employer is subject to E-verify requirements
- In Section 2, employers cannot specify which documents the new hire provides. Employers should accept documents that appear genuine and relate to the new hire presenting them. For example, the photograph on the identification should reasonably appear like the new hire – in front of the representative. (A gentle reminder that the new hire must be present at the time the employer representative authenticates the actual documents.)

If you have questions regarding the new form, please contact an ERA professional on the hotline at 513.679.4120.
Do you need more information about a service or program offered by ERA? Would you like to talk to one of our experts in a particular specialty? Here’s a list of some of our most popular services, and the main contact person for each of them.

**In Cincinnati, please call: 513.679.4120 | In Columbus, please call: 614.538.9410**

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<th>Service</th>
<th>Cincinnati</th>
<th>Columbus</th>
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<td>Lori Lewellen/Barb England</td>
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<td>April Risen</td>
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<tr>
<td>Compensation &amp; Benefit Services</td>
<td>Monique Kahkonen</td>
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<td>Compliance Services</td>
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<td>Roundtables</td>
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<td>Custom Surveys</td>
<td>Jeff Lucas</td>
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<tr>
<td>Membership</td>
<td>Kim McBride/Leslie Vogel</td>
<td>Matt Stein/Leslie Vogel</td>
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