

HRA-ECI

Human Resource Association of East Central Illinois

November 2017

NOVEMBER MEETING

Speaker: Mary Shores

Topic: Conscious Communications in HR— Approved for HRCI Credits!

Friday, November 10th, 2017

11:30AM– 1:00PM

**Sarah Bush Lincoln
1000 Health Center Drive**

Mattoon, IL

Lunch will be provided

**RSVP By 4pm
Wednesday,
November 8th**

Don't forget your business cards!

November Meeting:

Presentation: Conscious Communications in HR

Presenter: Mary Shores is the President and CEO of Midstate Collection Solutions, Inc. in Champaign, IL and the best-selling author of Conscious Communications: A Step-by-Step Guide to Harnessing the Power of Your Words to Change Your Mind, Your Choices, and Your Life. Recognized as a leader of innovative thought, Mary has spent over a decade teaching businesses and individuals how to identify their goals, create new ways of thinking, and take action to create meaningful results.



Summary: Change your mind, your choices, and your life. Connect more with the things you want, instead of flowing in the constant chaos of stressful circumstance with the power of Conscious Communications, taught by best-selling, international author Mary Shores who has spent her career studying the effects of our words on ourselves and others.

Last Month's Meeting:

Speaker: Ron Meek, Associate Professor of Criminal Justice

Topic: Active Shooter Training

Attendance: 35

10 Mistakes to Avoid With Employee Handbooks

- Business Management Daily, October 2017

Your employee handbook can be an invaluable organizational tool— or an employment lawsuit waiting to happen. In recent years, Congress and state legislatures have been busy enacting laws that directly affect your employee handbook. If you haven't kept up, your organization could be sued.

If your handbook hasn't been updated in the past six months, it's out of date and the workplace-law changes coming in the Trump administration will demand constant compliance vigilance from HR.

Here are some current handbook trouble spots to avoid:

- 1. Using form handbooks with provisions unrelated to your company.**
- 2. Meshing policies and procedures which may confuse employees.**
- 3. Including a probationary period, which implies that anyone who stays with the organization beyond that time is then a permanent employee.**
- 4. Being too specific in descriptions and lists especially those involving discipline.**
- 5. Not being consistent with other company documents.**
- 6. Not adding a company disclaimer or not having enough disclaimers in the right places.**
- 7. Sabotaging disclaimers by what you do or say, especially by reassuring employees that their jobs are secure and they will be fired only for a really good reason.**
- 8. Not adapting the handbook for each state's laws. You may need more than one version of the handbook if you have employees in several states.**
- 9. Failing to update the manual frequently for changing laws.**
- 10. Being unrealistic about what your employees or supervisors will buy into. Don't include policies you can't or won't enforce.**

SHRM vs. HRCI Certifications



What is the value of an HR certification?

An HR certification isn't required to work in the field of human resources; however, for a variety of reasons, today's HR professionals are seeking this formal recognition of their skills.

It's not only a matter of demonstrating that you have the skills and experiences required, or making yourself more appealing to potential employers, according to data from [Payscale](#), it appears that certifications help HR professionals across all levels earn a higher wage when they have a certification:

- **With certification, median pay range across all HR positions: \$59,100**
- **Without certification, median pay range across all HR positions: \$45,600**

Certification from HRCI: aPHR, PHR, PHRca, SPHR, GPHR, PHRi

- **Associate Professional in Human Resources (aPHR):** Professionals who are new to the field of HR.
- **Professional in Human Resources (PHR):** Professionals with proficiency in "technical and operational aspects of HR management" (e.g., U.S. laws and regulations and program implementation).
- **Professional in Human Resources California (PHRca):** HR professionals with mastery of the laws, regulations and practices unique to the state of California.
- **Senior Professional in Human Resources (SPHR):** HR leaders with a background and significant professional experience in the field of human resources
 - **Global Professional in Human Resources (GPHR):** HR practitioners focused on expanding HR beyond national borders
- **Professional in Human Resources International (PHRi)—**for HR professionals working in a single international location

Certification from SHRM: SHRM-CP, SHRM-SCP

- **SHRM- Certified Professional (SHRM-CP):** Professionals who implement HR policies, deliver HR services, maintain HR operations, and answer HR questions.
 - **SHRM-Senior Certified Professional (SHRM-SCP):** HR professionals who lead HR functions, develop HR strategies to align with organizational goals, influence results, and analyze performance metrics.



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**Hire Character.
Train Skill.**
– Peter Schutz