



Snake River Chapter of SHRM

Serving HR Professionals across the Magic Valley

The Snake Byte

Save the Dates

Turning 65 Boot Camp
CSI-Shields Bldg 117/118
April 1 -- 8:30- 1:30

FREE EVENT!

[Like & Follow them on Facebook](#)

ID Legislative Update
CSI- Taylor Rm 277
April 13 -- 12-1:30

[Add to your calendar](#)

Fundamentals of Mgmt & Comm.

Hilton Garden Inn
April 19 -- 8:30 - 5
8 HRCI & SHRM credits available

[See Flyer Here](#)

All Business Conference

Canyon Crest Event Center
May 2 & 3 -- 8 - 5:30 pm

[Register Here](#)

Networking Opportunity

Burley, Twin & Jerome
May 11 -- 12-1:30
Details listed on pg. 3

[Add to your calendar](#)

Rebooting Harassment Prevention

CSI- Taylor Rm 277
June 8 -- 12-1:30

[Add to your calendar](#)

Welcome Back!

We hope everyone has survived the winter! Many of us dreaded to watch the forecast each morning knowing we would be faced with multiple callouts, delayed meetings, business closures, and more. We can only hope we will be able to put that behind us and start looking forward to warmer weather. In this issue you will find: Facebook introduced job board to their platform, OFCCP released a new self-identification of disability form, articles that may interest you, and community news.

Affiliate News

- **Board Openings:** Hospitality/Arrangements, Legislative, Foundation, Certification, Marketing and Professional Development Officers. Our main focus right now is filling our hospitality/arrangements position. Please see the brief description below:
 - Hospitality/Arrangements: Consists of organizing the food/menu planning for our bi-monthly meetings. As the Hospitality Officer you will be expected to obtain lunch sponsors, organize the ordering, and ensure timely delivery of the menu for meetings. In obtaining a lunch sponsor, you will work with them directly to organize their sponsored table and their 3-5 minute promo.
 - If you are interested in more information, please email Carol Anderson at carol.anderson@pmt.org
- **Annual Conference:** Volunteers are still needed for the conference. The more help we have, the lighter the workload will be. If you are interested in donating some of your time, email Rebekah Yancey for more information. rebekah@cheesepowder.com.
- **PAY YOUR DUES!** All paid members will be receiving a backpack as a free gift for paying. If you have not paid your membership dues you need to get ahold of Katrina Oksten at kaoksten@csi.edu
- **Scholarship Opportunities:** Our SHRM board is offering a scholarship to anyone who is working towards getting their HRCI or SHRM certification. [Click here for the application](#). This scholarship provides financial aid for the application or exam fees. HRATV is also offering a scholarship for those beginning a career in HR or furthering their education in the field. [Click here for the application](#).

Facebook Introduces Job Board

Have you had trouble targeting the appropriate demographic through your job listings on Indeed, LinkedIn, or Monster.com? Well, you are not alone. Most employers have found that job seekers are actively engaged in various social media platforms. One of the most popular social media sites is Facebook. At the beginning of March, Facebook updated their site to allow businesses to post their job openings directly on their company's page. By doing this, businesses can fully engage with their audience by tracking applicants and communicating via Facebook Messenger.

Posting your jobs via Facebook can be a great avenue for smaller to midsize businesses whose prospective employees may not be actively seeking on Indeed or Monster. Once you have posted jobs, they will appear on your page's News Feed. Any traffic going to your page is able to see what job opportunities are open within your company. If you want to target a wider group of job seekers, you can also pay to have your post "boosted".

If a job seeker wants to apply for the position, they can do so directly on Facebook. This application will come through on your Messenger and allow for you to communicate with applicants through Facebook, until you are ready to set up an interview.

Facebook has often been the leading innovator when it comes to engagement on social media. More often than not, we may find ourselves checking there first before any other site. Utilize some of these great tools they have introduced by posting a job to your Page!

NEWS FROM THE SOCIAL NETWORK

Apply with
facebook

Snake River Chapter of SHRM

Board Members:

President

Carol Anderson
City of Burley

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Past President

Rebekah Yancey
Commercial Creamery Company
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Programs

Melissa Aston
McCain Foods
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Newsletter

McKenzie Gonzales
American Staffing
burleymgr@asitemp.com

We have openings and would love to see you there! Email Carol Anderson for more information!

Have an idea, article, or event you want to share with your HR partners? Submit it to McKenzie Gonzales at burleymgr@asitemp.com



Information provided by: Rebekah Yancey via dol.gov/ofccp

Renewed Voluntary Self-Identification of Disability Form

OFCCP Releases Renewed Voluntary Self-Identification of Disability Form

Posted on February 07 2017 03:19 PM

Form To Be Used by Certain Federal Contractors

The Office of Federal Contract Compliance Programs (OFCCP) has released a renewed **Voluntary Self-Identification of Disability Form** for use by certain federal contractors.

Background

Section 503 of the federal Rehabilitation Act prohibits certain [federal contractors and subcontractors](#) from discriminating in employment against individuals with disabilities, and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals.

Federal regulations [require](#) that **covered contractors** invite applicants to self-identify as individuals with disabilities at both the pre-offer and post-offer phases of the application process, using language prescribed by the OFCCP. The regulations also require that contractors invite their employees to self-identify as individuals with disabilities every **5 years**, using the prescribed language. This language is provided in a **Voluntary Self-Identification of Disability Form**.

Renewed Form

The OFCCP has released a renewed self-identification form with an expiration date of [January 31, 2020](#). Federal contractors must either download the renewed form(s) or update their electronic version(s) of the form to reflect the new date.

[Click here](#) to download the form. The form is also available in Spanish and other languages.

Our [Compliance Assistance for Federal Contractors](#) section features helpful resources for federal contractors and subcontractors.

[Form CC-305 \(Voluntary Self-Identification of Disability\)](#)

Networking Opportunity: Burley, Jerome, and Twin Falls

During our March board meeting, we tentatively set the details for each area networking luncheon. All area meetings will be held Thursday, May 11th from 12- 1:30 pm. Please plan on the full hour and half meetings. Agendas will be set by each area's participants. Email your local facilitator topics you would be interested in discussing, such as: successful recruiting efforts, updated laws and regulations, conflict resolution in the workplace, etc. These meetings will be informal and any suggestions are welcome.

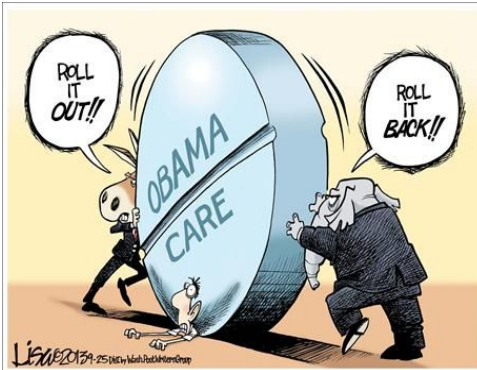
- [Burley Members:](#)
 - **Location:** Burley City Hall
 - **Facilitator:** Carol Anderson
 - **Minutes:** Melissa Aston
- [Twin Members:](#)
 - **Location:** HUB International (pending)
 - **Facilitator:** Jan Duff
 - **Minutes:** Sonya Haines
- [Jerome Members:](#)
 - **Location:** Pending
 - **Facilitator:** Rebekah Yancey
 - **Minutes:** Ida Clark

OUT OF THE BOX NETWORKING LUNCH

****Please note: Area Networking Meeting is brown bag luncheon! Food will not be provided by SHRM.****

Articles That May Interest You

Is that discrimination? In HR, more often than not, we get accusations of being discriminatory. At times these claims can be false, merely caused by a disgruntled employee, but there may be instances where you are discriminating without being aware. In an article published by Staffing Success, they focused on discriminating by national origin. The article outlines an instance of a recruiter being asked by their client to interview only Native-English speakers. Luckily, the HR manager recalled an article about the EEOC's new enforcement guidance on national origin discrimination and felt that they may be in violation of Title VII. As it turned out, the HR manager was correct. Linguistic characteristics, meaning: accents, fluency requirements, and English-only rules, all fall under national origin discrimination. If an employee can effectively communicate in English with no job performance interference, you cannot discriminate based on their accent. You are only allowed to enforce a fluency requirement if it is required for the employee's position and performance; otherwise, you may be in violation of Title VII. Finally, if you are enforcing English-only policies you may want to ensure you are in compliance. If you are strictly enforcing your employees to speak English at all times it may be presumed unlawful. Instead you should tailor your policies to enforce English only to promote safety and job efficiency. Anything outside of that, the employers are legally obligated to allow their employees to speak whichever language they choose. [Read the EEOC Enforcement Guidance Here.](#)



Repeal and Replace: Where does ACA stand? There has been major turmoil regarding where our health care will be in the next four years, or even the next month. Where will the employers stand once it is all said and done? March 9, 2017, the day the House Ways and Means Committee approved the American Health Care Act to replace tax elements only. This Act was created under the budget reconciliation process and is limited to amend the tax provisions of ACA only. This could affect the HR profession in many ways. Such as: "reducing employer and individual mandate policies, creating a continuous coverage requirement surcharge, delaying excise tax on high-value health care plans, repealing the health insurance tax, repealing increase tax on HSAs, and repealing the limit on contribution to FSAs. These tax element replacements may not be in full effect yet as committee's are still in their voting processes. [Read the full article here.](#)

Drunk on the Job: What should HR do?

According to the National Council on Alcoholism and Drug Dependence, alcohol is the most commonly used addictive substance in the United States. One in every 12 adults suffers from alcohol abuse or dependence.

What should you do if you suspect an employee to be inebriated?

- Never accuse the employee of being intoxicated
- Observe behaviors, state your observations, and document the event.
- Discuss your concerns in private with another HR manager or supervisor to witness.
- If needed, request the employee take an alcohol test

What accommodations should you make?

- Keep in mind, you cannot be merciful to one employee and not the other or you may be faced with discrimination charges
- Offer to take them home so as not to drive while under the influence
- Alcoholism is protected under ADA and employers may be required to provide accommodations such as: time off for rehabilitation or to attend AA meetings. [Continue reading here.](#)

Rethink Your Recruiting

How can you better recruit your potential employees? Many HR managers think in single variable when it comes to recruiting: active or passive employees. What if you started thinking in two variables? Consider describing employees as either employed or unemployed and qualified or unqualified; meaning you will have 4 options: employed and qualified, unemployed and qualified, employed and unqualified, unemployed and unqualified. You will get a more accurate depiction of your workforce market by narrowing your search to the first two options. As a company you want to exude the image that you are the best of the best, but you need to have a strong recruiting strategy in order to uphold that image. Think outside the box when it comes to recruiting. Search the forums, groups, or associations that pertain to the position you are hiring in. Ensure your company's mission and brand is effectively portrayed across your social media platforms. Many employees research the company first before making a decision, especially if they are employed. [Check out some of these recruiting ideas!](#)

Community News & Events

Walker Ranch Community Workforce Meeting

Idaho Department of Labor-Burley
March 28th
6pm

Construction is beginning on a 5-acre greenhouse located south of Malta. Walker Ranch will discuss: transportation, wages, housing, benefits and other topics. There are 20 full-time positions that need filled.

[Confirm the details here!](#)

Women's Seminar & Expo

Best Western Burley Inn- Convention Center
April 23rd
10am-3pm

[Check out the schedule here!](#)

All Business Conference

Canyon Crest Event Center
May 2nd and 3rd
8am-5:30pm
Early Bird Pricing Available! Get your tickets while they are discounted.

[Register Here](#)

4th Annual Leadercast

Valley Christian Church- 1708 Heyburn Ave E, Twin Falls
May 5th
7:30am-4pm
Tickets on sale until April 28th.

[Click here to see the flyer.](#)

[Click here to see the Sponsorship forms.](#)

12 Cool Things to do in Rural Southern Idaho

Lisa Buddecke put together another fantastic 12 Cool Things for Southern Idaho! This go around she focused on the rural attractions of our areas. Feel free to share! [Click here to see the flyer!](#)