

FMLA TRAINING FOR MANAGERS

Supervisors and managers are the first line of defense when it comes to complying with the FMLA, yet many don't understand this complex law and their related responsibilities. You can change that! Understanding when FMLA is triggered, how to manage intermittent leave, what managers can and cannot do in the process, etc., is vital to limiting liability. Managers want to do the right thing – make sure they have the skills to do so. We are coming to you this March in Logan, Roy, and Lehi to present interactive training: FMLA – What Managers Need To Know. Attendees will work through different FMLA scenarios gaining the knowledge and skills to effectively manage leave, reduce frustration, and keep the company compliant. For details and registration information, see the attachment to this week's newsletter.

PHR/SPHR/GPHR EXAM STUDY COURSES

Are you thinking about PHR/SPHR/GPHR certification? Wondering what the best way to prepare for the exam is? We have your solution. NEW for 2012 the Council is pleased to offer a *live* webinar study course – with a proven pass rate of more than 90%! The beauty of the course is that you can attend from the comfort of your home or office, and if you miss a session, you can view a recorded version at your convenience. With maximum flexibility, this course is designed to meet your needs. For over 15 years, instructor David Siler, SPHR, GPHR, and Managing Partner of Distinctive HR, Inc., has been developing and delivering this program. Register today and be on the way to earning your certification and the recognition you deserve. For dates, times, and additional information, see the attachment to this week's newsletter.

I-9 SECTION 1: "NO P.O. BOX"

USCIS's I-9 Central website, on the ["Completing Section 1, Employee Information and Verification" page](#), indicates that a P.O. Box should not be entered as the employee's current address. The [Handbook for Employers, Instructions for Completing Form I-9 \[Form M-274 \(Rev. 06/01/11\) N\]](#) is silent on the subject, however.

FOCUS ON: BEST EMPLOYER SECRETS (PART 1)

Utah Business Magazine identified the *25 Best Companies to Work For* in Utah, based on surveys of key managers and employees. Congrats to the six Council member companies on the list: *Cementation, Clearlink, Futura Industries, Marquette Equipment Finance, Nicholas & Company, and Spillman Technologies!* While there is no one "right way" to be a best employer, the 25 companies on the list have some common insightful "secrets":

- **96%** offer performance-based compensation (such as commissions; monthly/quarterly/yearly bonuses; and performance/production bonuses)
- **96%** have recognition programs (such as Employee of the Year/Month; Employee Appreciation Week; monthly employee spotlights; weekly production prizes; years-of-service awards; and appreciation gifts)
- **96%** have regular company-wide meetings
- **92%** allow employees to take time off to volunteer
- **92%** make 401(k) contributions
- **84%** offer flexible schedules
- **84%** offer tuition reimbursement (some also offer scholarships for family members)
- **72%** offer telecommuting opportunities

As you evaluate your company's strategic direction for this year, consider adopting some of these best practices in order to position your company as one of the best to work for. Like the 25 honorees, your company will reap the rewards of increased employee productivity, morale, and retention. Look for more secrets from these stellar employers in next week's newsletter.

LEADERSHIP ATTRIBUTES

Not everyone is a leader – and that can be okay. According to Right Management, and research firm Chally Group, the following leadership attributes, listed in order of importance, were identified by 1400 CEOs and human resources professionals from more than 700 companies globally: (1) Fit with company values and culture; (2) Interpersonal skills; (3) Motivation to lead; (4) Previous experience; (5) Ability to maintain focus; and (6) Educational background.

TRAVELING TRAINING ANNOUNCEMENT

WE ARE COMING TO YOU!

For over 15 years, the Council has provided high-quality, cost-effective training to businesses along the Wasatch Front. Now outlying business communities also have easy access to our excellent training!

LOGAN LOCATION

March 6, 2012

Bridgerland Applied Technology College
1301 N 600 W, Logan, UT

ROY LOCATION

March 8, 2012

Ogden-Weber Applied Technology College
1843 W 4000 S, Bldg 2, Roy Utah

LEHI LOCATION

March 15, 2012

Stevens-Henager College
1250 E. 200 S. Ste 1G, Lehi, UT

Registration & Continental Breakfast:

7:30 - 8:00 a.m.

Training:

8:00 - 10:30 a.m.

Have you ever been on the verge of terminating an employee with poor attendance, only to discover at the last minute he or she has a medical condition? Slow down – now it gets *complicated*. Managers are the initial point of contact and the first line of defense when it comes to complying with FMLA. Yet they are often unaware of their responsibilities under this complex law. Managers who are educated and informed have the advantage of minimizing frustration and limiting company liability by recognizing early signs and starting the FMLA clock ticking.

This informative training will teach managers and supervisors what they need to know about FMLA and practical ways to make FMLA work.

Topics to be covered include:

- ▶ Overview of FMLA
- ▶ Managers responsibilities under FMLA
- ▶ How to handle leave, including intermittent
- ▶ How to manage employee performance
- ▶ Common mistakes made by managers

Arm your managers with the knowledge and skills to effectively manage FMLA leave, reduce frustration, and keep the company compliant!



Certification: This program is approved for 2.25 general recertification hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

REGISTRATION INFORMATION:

Location: Logan ___ Roy ___ Lehi ___

Name _____

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

E-mail Address(es) of person(s) to receive reminder:

PAYMENT METHOD:

**Cost: \$ 79 per Council member
\$ 99 per non-member**

___ Check Enclosed

___ Bill Me

___ Credit Card

___ Visa ___ Master Card ___ Amer Exp ___ Discover

Credit Card # _____

Expiration Date _____

Name on card _____

Signature _____

Refund given if cancellation is received at least one week prior to training

Register for FMLA - What Managers Need to Know by:

E-mail: info@ecutah.org

Fax: 801-364-8915

Phone: 801-364-8479

Mail: The Employers Council
175 W 200 S, Suite 2005
Salt Lake City, UT 84101

* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.

THE

EMPLOYERS

Council

Strengthening business through HR solutions



PHR - SPHR - GPHR

More Choices - More Convenience - More Value*!

No more excuses - it's time to get serious!

The Employers Council, in partnership with CAI, is proud to offer a highly successful on-line certification exam study course to fit your schedule. Earn your certification and the recognition you deserve!

Our study course is led by David Siler (SPHR, GPHR), Managing Partner of Distinctive HR, Inc. Having developed and delivered this program for over 15 years, David's PHR/SPHR students have an extremely impressive pass rate of more than 90%, while the national pass rates in the most recent test period were 59% for the PHR and 48% for the SPHR exams.

Students attend a live interactive webinar. But, the best part is that you have access to recorded sessions in case you miss a session or just need a refresher. With maximum convenience and flexibility, this course is designed to meet your needs!

PHR/SPHR Exam Study Course*

An HR certification from the Human Resources Certification Institute (HRCI) will distinguish you from your peers, build your self confidence, and earn you greater respect from your organization. But to get certified you must first pass the exam. Nothing will have you better prepared to pass than our Exam Study Course, which includes a study manual, audio CDs, flash cards, practice exams, and more. Register for one of our interactive webinars and attend from the comfort of your home or office.

\$1099 Web Search Code: WEBHR Fridays 2/17 – 4/27/2012 11 am – 2 pm MTN (1-4 pm EST)

\$1099 Web Search Code: WEBHR Tuesdays 3/6 – 4/24/2012 4 pm – 7 pm MTN (6-9pm EST)

As a BONUS, if you attend one of our PHR/SPHR Exam Study Courses, then you are able to attend the *Cram for the Exam webinar at no cost!

Cram for the Exam - PHR/SPHR

Are you planning to take the PHR/SPHR exam soon? Are you wondering if you are ready? If you are anxious about passing the PHR/SPHR exam, then sign-up for this full day action-packed review session to further prepare yourself.

\$249 Web Search Code: CR1HR Tuesday 5/1/2012 7 am – 2 pm MTN (9-4pm EST)*

GPHR Exam Study Course

In today's global economy, HR professionals must be strategic partners to successfully think and act in an increasingly international market. GPHR (Global Professional in Human Resources) Certification from the HRCI demonstrates your commitment to succeeding in the modern economic environment and adds credibility to your resume. Ensure you are prepared to take the GPHR examination by attending this engaging, interactive, study course. Register for the live webinar and attend from the comfort and convenience of your home or office.

\$1099 Web Search Code: GPWHR Fridays 3/2 – 4/27/2012 7 am – 10 am MTN (9-12pm EST)

For registration details [click here](#)

CAI, Inc. 919-878-9222 www.capital.org in partnership with The Employers Council