



## November 2018 - HR Express

### 2019 Renewal is NOW OPEN!

Renew on our website today to stay current on the latest trends in your profession with in-depth educational programs and networking opportunities with other HR professionals in Lancaster County.

It's back! **The option to pre-register for all nine (9) 2019 breakfast program meetings.**

If you renew in November and December, you'll be automatically entered in a drawing for an Amazon Gift Card. Names will be drawn at the December Breakfast meeting November (\$100.00) and December (\$50.00). Winner need not be present to win.

To Renew, go to our website: <https://lancastershrm.org>

1. Login to your member account on the homepage (upper right hand corner)
2. Once logged in, select 2019 Renewal from the member-only menu (upper right hand corner)
3. Your screen will show your current membership level. Click "View All Membership Options".
4. Click to select your membership level for 2019.
5. Complete any necessary changes on the form, if all is the same, simply scroll to the bottom of the page to enter payment information.

Clicking Submit and Check Out at the bottom of the page will complete your renewal purchase for 2019.

#### The Employee Experience: Retirement

When: December 11th, 2018

Time: 7:30 am - 9:30 am

Where: [Lancaster Farm & Home Center](#)



#### December Mixer

When: December 13th, 2018

Time: 5:30 pm - 7:30 pm

Where: [Supply](#) in Manheim, PA

[See All Events](#)

# Veterans Recognition



The Diversity Committee would like to let everyone know that November's monthly theme is "Veterans Recognition". This month we recognize the importance of hiring Veterans into our workforce. Did you know that over 200,000 Veterans leave the service every year? These individuals come to the workforce with a mindset of perseverance and getting the job done. They take their responsibilities seriously and have ingrained leadership talents. Veterans are dedicated and loyal to their companies and their leaders. Unemployment among Veterans is twice as high as unemployment among the general work sector. Please take time to visit [HIREVets.gov](http://HIREVets.gov) to learn more about this under-utilized group of willing workers. You will also find information about government programs designed to award companies who hire Veterans. More information can be found at [Veterans.gov](http://Veterans.gov).

Each month the Diversity Committee will highlight a diverse monthly theme. If you'd like to join the committee or help with diversity and inclusion awareness, please contact Karen Snyder at [Karen.snyder@ultra-herley.com](mailto:Karen.snyder@ultra-herley.com).

## Brown Bag Lunch Takeaway

### *Best Practices for Harassment Related Issues*

We finished up the year with a well-attended Brown Bag Lunch. Theresa Zechman, [smz@stevenslee.com](mailto:smz@stevenslee.com) of Stevens & Lee Lawyers & Consultants shared her insights on harassment in the workplace; what to look for, when and how to respond, who should respond, and what activities to monitor; were all covered in her discussion.

*From the Top Management down, no one is above the law or policies.*

#### Some key take-a-ways:

- Communicate the Law and Policies Apply to EVERYONE
- Review your applicable policies and complaint procedures
- Review your insurance coverage
- Provide Training
- Understand how to conduct an investigation

#### Know that it's imperative that you investigate.

- Review your investigation policies and procedures
- Prepare investigation plan
- Schedule interviews
- Conduct interviews
- Prepare written report
- Submit report to decision-maker

The statistics show an increase in reports of sexual harassment lawsuits. Know the law, train your staff, and INVESTIGATE all allegations!

*The Government Affairs committee hosts 3 Brown Bag Lunches each year, connects with elected officials, and tracks legislation. If you are interested in joining our committee, please let us know. [kimberly.ellis@tpgworks.com](mailto:kimberly.ellis@tpgworks.com)*

## The Racial Justice Institute

Lancaster SHRM members may be interested in the Lancaster YWCA's flagship social justice program. It's an intensive, three-day workshop on racial and social justice issues. HR people who facilitate, or have responsibility for, diversity and inclusion programs in their organizations, would gain insight and confidence by participating in the Racial Justice Institute. It will be held, December 5 through 7, 2018 in Lancaster, PA. For details contact Lisa Cameron, YWCA's Director of Empowerment Services, at [lcameron@ywcalancaster.org](mailto:lcameron@ywcalancaster.org).

## Upcoming: Committee Meetings

Click on the red links to see the extended meeting schedule.

### Thinking about joining a committee?

Sit in on a meeting or come inquire at the upcoming mixer. Reach out to [Mary Fair](#), noting the committee of interest. We will link you up with the committee chair!

- [Workforce Readiness Committee Meeting](#)  
November 29, 2018 7:30 am
- [Outreach Committee Meeting](#)  
November 16, 2018 10:00 am
- [Communications Committee Meeting](#)  
December 20th, 2018 3:45 pm
- [Government Affairs Committee Meeting](#)  
November 29, 2018 4:00 pm
- [Diversity Committee Meeting](#)  
November 28, 2018 7:30 am
- [Professional Development Committee Meeting](#)  
November 29, 2018 7:30 am

## New Members



Name	Company	Title
Ashley Martin	JFC Staffing Companies	Account Executive
Carron Ozari	Demme Learning	Receptionist
Christopher MeyerHoffer	RKL LLP	HR Administrator
Thomas Enlow	Perform Group, LLC	HR Manager
	Lancaster County Career & Technology	HR Manager
Catherine Whiteley		
Jennifer Hess	Horst Group	HR Administrator
Stephanie Wagner	LCBC Church	HR Specialist
	Morgan Corporation	Talent Acquisition Advisor
Melissa Croft	Ira G. Steffy & Son, Inc.	Human Resource Manger
	Garden Spot Communities	HR Recruiting Coordinator

[Website](#) [About Us](#) [How To Join](#) [Events](#) [HR Job Bank](#)

## Lancaster SHRM

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