

LCFHRA INSIDER

APRIL 2020



Stay home.

Stay safe.

Save lives.

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LETTER FROM THE PRESIDENT

In the midst of a very difficult time where things are changing rapidly in the world, I wanted to pause and say thank you to every HR professional, practitioner, manager and office staff member in our Chapter for everything you're doing.

COVID-19 presents challenges we couldn't anticipate and the demands of those challenges are affecting all of us- at work and at home. Many HR professionals are working long hours to support their organization and it's employees while home schooling, caring for young children, or supporting another family member in need.



It's a heavy load and as I have conversations with Chapter Members about their own experiences over these past few weeks, I couldn't be more impressed, proud, and thankful to be a part of such a wonderful HR community.

In addition to what you're doing at work, I'm hearing a lot about what people are doing in the community. Many of you and your companies are extending services, tools and resources to others. There are so many touching stories and each one of them illustrates how important our work is and another reason why I'm so proud to be a member of this Chapter!

Keeping your health and safety top of mind, we have decided to cancel our regularly scheduled general membership meetings for May and June in both Wilmington and Jacksonville. We have secured a virtual session for May and are working diligently to provide a session in June as well. Stay connected and watch for that communication in the near future.

While we cannot visit with one another during our monthly meetings, it's still important to stay connected to your network. Reach out to one another, check on your colleagues and friends! On a personal note, I want you to know my "virtual" door is always open if you need anything.

Finally, I know this is a trying time and just leaving the house can be stressful. It would be easy to focus on ourselves, but what I've seen from the HR Professionals in the group is dedication. You're acting with empathy and continuing to focus on taking care of one another. Keep up the commitment, positive attitudes, and hard work. In the middle of a really tough time remember, what we do in HR matters.

Stay safe and healthy,

Amber Guenther

LCFHRA President.



By Nicole Patino
Law Offices of Fred T. Hamlet

NO ONE WANTS TO BE THE LAST TO KNOW

I was commuting home recently, listening to one of those comedy/true crime podcasts, when the hosts went on a (delightful) tangent and explained three rules of life: (1) everyone wants feedback; (2) everyone wants to give you notes; and (3) no one wants to be the last to know. Deep, huh? Okay, you probably know by now that I am always thinking about work and the legal situations that pop up in the workplace. These three “rules” immediately triggered many thoughts. The last rule, however, is the one that immediately made me think about the workplace.

No one wants to be the last to know. Why? Usually, the last person to know about the situation is the person who is in charge of “fixing” the situation or the person who could have prevented it in the first place.

Your attorney is used to being the last to know. We are often called in when the wrong person was the last to know. In a law office, our malpractice insurance asks us if we have policies or procedures in place so staff can report mistakes. We inform employees during their initial training that if they have made a mistake, they are to report it immediately. Similarly, they must inform us if we have made a mistake. Why is this so important? The procedure which allows the reporting of mistakes allows us to correct errors before larger mistakes can be made.

Perhaps you don’t need a similar policy in your office. You might, however, want to check the policies in your workplace, regarding the current reporting procedures.

- To whom would an employee report a safety violation? Is there a chain of command for making such reports?
- To whom would an employee report harassment that he or she experienced? Is that the same for harassment that he or she observed? Does the employee have multiple avenues of reporting harassment which would allow the employee to avoid reporting to an immediate supervisor who might be the source of harassment?
- To whom would an employee report a concern about domestic violence which might be brought into the workplace?
- To whom would an employee report an assault in the workplace?

If you know the answers to all these questions, great! You are ahead of the curve! If not, it is not too late to create a reporting chain. Consider who it might be important to inform in each of the previous situations. Who should be the last to know? Who should be the first to know? Does your reporting structure clearly include these individuals?

Are there other situations which it would be helpful to open up to your employees? Would it be helpful for workplace morale to have a reporting procedure for employee praise? Could doing so prevent the employer from being the last to know that there is unrest in the workplace?

No one wants to be the last to know. Today, consider taking the first steps to make your workplace one that fosters a culture of informing the right person at the right time.

COVID-19 RESOURCES

CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

SHRM:

<https://www.shrm.org/ResourcesAndTools/Pages/communicable-diseases.aspx>

World Health Organization:

<https://www.who.int/>

NCDHHS:

<https://www.ncdhhs.gov/divisions/public-health/coronavirus-disease-2019-covid-19-response-north-carolina>

New Hanover County Health Department:

<https://health.nhcgov.com/your-environment/public-health/coronavirus/?961>

Onslow County Health Department:

<https://www.onslowcountync.gov/149/Health>

OSHA:

<https://www.osha.gov/Publications/OSHA3990.pdf>

Form I-9 and E-Verify updates due to COVID-19 Webinars:

- **Thur, Apr 16th at 1:00pm EDT** <https://uscis.webex.com/uscis/onstage/g.php?MTID=e11c1100dd92140313e8edd9078619fd1>
- **Wed, Apr 22nd at 10:00am EDT** <https://uscis.webex.com/uscis/onstage/g.php?MTID=e854a62414d5426d763d62450c953d965>

May Meeting

May 5, 2020 from 11 am to 12 pm

**Program: Responding to COVID-19: What HR
Should be Thinking about Right Now**

**Presenters: Marieta Smith, Julie Voges, &
Parks Carpenter**

Registration for this event closes May 1, 2020

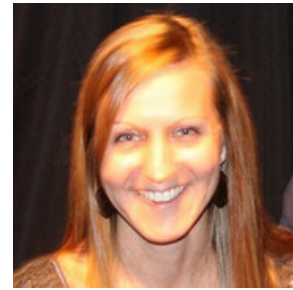
[Click here to register](#)

Virtual Meeting

Reminder: All April, May and June in person meetings are cancelled! We are working on virtual programming for June. Stay tuned!

LCFHRA Member Spotlight

NICOLE ENGLISH-ATEYEH, SHRM-CP



Our April member spotlight of the month is Nicole English-Ateyeh, SHRM-CP. Nicole is on our Communications Co-Chair.

Where did you grow up?

I was born just outside of Virginia Beach, VA. My dad worked for American Airlines so we moved to Baltimore, MD when I was in the third grade. As Baltimore was too large of a city for my mother, we ended up in Charlotte, NC by the time I was in the seventh grade.

How long have you been in Wilmington?

I have lived in Wilmington off and on for 30 years! Don't do the math! I first moved to Wilmington to attend UNCW and completely fell in love with the area!

What do you enjoy most about Wilmington?

I love Wilmington and the surrounding areas, beautiful beaches and beautiful trees. I love walking in my neighborhood and admiring all of the beautiful old oak trees. I once had a neighbor ask me if I was scared that the old oak tree would fall on my house during a hurricane. I promptly reminded her that the tree was in my yard first!

Why do you participate in LCFHRA?

I participate in LCFHRA because of the countless learning opportunities our group offers. The amount of HR experience our members have is completely invaluable.

What do you love about working in HR?

I love that in HR I am able to make a difference in people's lives; not just in the work part of their day. I love being able to help in any way I can.

What do you hope to accomplish, personally and/or professionally, in the next year?

I am currently working on Pilates instructor training courses and I hope to be ready to share Pilates with others by the end of the year!

When are you the happiest?

I am the happiest when I am with my son. We have a strong bond and love to travel together. Last year we were fortunate enough to be able to go to Italy, Czech Republic and Panama! We are hoping to get to Hawaii sometime this year.

What are you most passionate about in life?

Other than my son, I am most passionate about helping others accomplish their goals and fullest potential.

SHRM Certification Updates

2020 SHRM CP, SCP Spring Testing Window Update: June 1 - August 15, 2020

To better serve you during this period of uncertainty, SHRM has adjusted the dates of the spring testing and application windows. If you've already scheduled an exam appointment in this testing window that has now shifted, please standby. SHRM will be in touch with instructions on how to re-book.

COVID-19 Response: Remote Proctoring

Effective June 1, SHRM will offer a remote proctoring option that will facilitate testing from home! Check the SHRM website soon for details.

Standard Application Deadline Extended to May 15, 2020

With the testing window extension and our current confined situation, those attending the Spring Certification class have the opportunity to study a bit longer and delve deeper than past classes. You could create video/web conferencing study groups, place flashcards around the house to help you remember concepts and definitions, learn the story about what happened to Willie Griggs that made Griggs v. Duke Power a landmark decision. Whatever you do, do not lose your momentum. The challenge you have taken on is important to your professional advancement and development goals.

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Discounted registration rates thru April 30th!



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