

KPHRA Newsletter

Spring 2012

Officers:

Vicki Crawford,
President

Missy Andress,
President– Elect

Craig Bohman,
Treasurer

Janet Van Nevel,
Secretary

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KPHRA Conference

REGISTER NOW FOR THE SPRING CONFERENCE

May 16-18, 2012

Early Registration by May 2, 2012

Topics include:

- Writing an Effective Complaint Personnel Policy
- What’s new in Voluntary Benefits
- Leadership Workshop
- Functional Job Descriptions

[Registration Form](#)

Conference Agenda *FINALIZING* Keep Checking website

www.kphra.org

Greetings from the President...

Happy 2012...

How Mother Nature changes from year to year, as I look back at Tina Snyder’s President Letter from spring 2011 I couldn’t help but notice she referenced how much snow we had been getting. Now I sit here and type this years letter wondering if we were going to get any snow at all, not that I’m complaining!

The Spring Conference is just around the corner, make sure you mark your calendar now and register early. The conference is scheduled for May 16 – 18 in Bowling Green. Missy Andress, President-Elect, is planning a great conference and we need as many members at the conference because even though we have great speakers we learn the most from each other and these conferences provide a great networking opportunity and I have personally gained a lot of valuable information and some great friendships at the conferences.

The KPHRA Board has been evaluating the Member of the Year award and we would love your input. If you have or know of a good program feel free to attend the KPHRA Board Meeting on May 16 prior to the start of the spring conference, or email me your suggestions. My email address is vcrawford@sd1.org and you do not have to be a Board member to give your opinion, suggestion, input, etc.

Again, make sure you register early and often for the conference!!

Hope to see you in Bowling Green...

Vicki Crawford
2012 President

Holiday Inn, Bowling Green KY

Call 888-465-4329
for reservations

Room rate
\$96.00/night (plus tax)

[Directions/Map](#)

Deadline for reservations
April 16, 2012

Allowing Employees to Work "Off the Clock:" How to Avoid a Costly Mistake

Did you know if your employees are putting in extra time outside of normal working hours, even though you haven't requested it, you may be responsible for paying them for that time "off the clock"? Consider the following examples:

- An employee voluntarily continues to work at the end of regular working hours to finish an assigned task or finish waiting on a customer.
- An employee takes work home to complete in the evening or on weekends to meet a deadline.
- If your employees are covered under the federal [Fair Labor Standards Act](#) (FLSA), all of these are examples of hours worked that generally must be compensated.

What counts as "hours worked" under the FLSA?

In general, "hours worked" includes all time an employee must be on duty, or on the employer's premises or at any other designated place of work, from the beginning of the first principal activity of the work day to the end of the last principal work activity of the workday.

Also included is any additional time the employee is *allowed* to work. This means that time spent doing work not requested by the employer, but still allowed, is generally hours worked, since the employer knows or has reason to believe that the employees are continuing to work and the employer is benefiting from the work being done.

Pay special attention to the following situations:

- **Rework.** When an employee must correct mistakes in his or her work, the time must be treated as hours worked, even when the employee voluntarily does the rework.
- **Waiting for Work.** Time, which an employee is required to be at work or allowed to work for his or her employer, is hours worked. A person hired to do nothing or to do nothing but wait for something to do or something to happen is still working.
- **Place of Work.** Hours worked include all the time during which an employee is required or allowed to perform work for an employer, regardless of where the work is done, whether on the employer's premises, at home or at some other location.

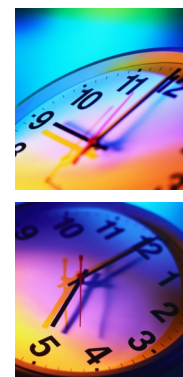
Employers should be especially careful when it comes to allowing non-exempt employees to read and respond to work-related emails after hours through the use of smart phones or similar devices. The time spent on these emails may be considered "hours worked," entitling such employees to compensation.

Remember - it's your responsibility to exercise control and see that work you do not want performed is not done. Merely making a rule against "off the clock" work is not enough. The employer has the power to enforce the rule and must make every effort to do so.

For more information, check out the U.S. Department of Labor's [Hours Worked Advisor](#). Our section on [Employee Pay](#) includes information on other issues related to employee compensation.



Article is from
HR 360
Courtesy of Phil
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KPHRA Member Spotlight

This is a new addition to our newsletter. We will be spotlighting one member per newsletter.



Mary Hayes Smith
Bio

Hire Jan. 1994 as the Personnel Administrator for the City of Shelbyville. I am a KPHRA board member, serve on the certification committee, and served as past President, past Vice President and Secretary.

My free time I spend with family, reading, swimming and running with my dogs Savannah & Audi.

1. What drew you to KPHRA?

The people!! I was hired in Jan. 1994 as the first Human Resources Director for the City of Shelbyville and my boss at the time was the City Administrator handling all the HR issues, payroll, hiring and all benefits on top of her City Administrator duties. Needless to say, she was more than happy to pass the torch. It was a requirement of my job to join KPHRA and become certificated so that I would be on top of policies, updates and law changes within HR. I have met so many wonderful people through my KPHRA connections and to this day I look forward to a KPHRA conference to meet new folks and see my dearest KPHRA friends.

2. What do you and City of Shelbyville get out of your KPHRA membership?

Being a member of KPHRA is twofold. The trainings you receive each conference as well as the networking with other HR folks. I have been involved for 18 years and I continue to learn new things and come away with ideas I never thought of. KPHRA has been the best investment of time and money for me.

3. When you tell others about your experience with KPHRA, what do you tell them?

I tell them KPHRA is the best thing that has happened to me in my career. The friendships are first and foremost the most rewarding aspect of KPHRA...I have made so many friendships and networked with others across the state that have helped me in my HR duties throughout the years. Of course the sessions are valuable, but there is nothing like the

Certification/Recertification

The KPHRA Certification Program is distinguished from other certification programs for public

human resources professionals by:

1. its focus on the public sector, and the particular problems and needs of public sector Human Resource Administrators in KY; and
2. its emphasis on developing and maintaining knowledge about contemporary public sector problems and issues; and
3. its role in facilitating professional interaction and exchange among Human Resource peers in KY.

In addition, credit in the program does count towards SHRM certification.

For more information about the certification and re-certification program visit our website at www.kphra.org

Helpful Links...

[HR Links](#)

See the 2011 Benefits

Survey results below,

provided by Sherrill

Morgan.

[The 2011 Benefits
Survey](#)

How Retirement Attitudes of Baby-Boomers And Gen-Xers Differ

The United States Department of Labor (DOL) defines baby boomers as those born from 1946 to 1964, and generation-Xers as those born 1965-1979. As is expected from individuals who are close in age, there is similarity in retirement attitudes among these two generations. However, there are also differences, some of which have led to different levels of retirement readiness and retirement savings.

In order to make a reasonable comparison, it is sometimes necessary to divide the baby-boomer cohorts into two groups, which has been done when available data allows.

Retirement Savings Attitude and Results

In its 2011 Retirement Confidence Survey (RCS), the Employee Benefits Research Institute (EBRI) compared the attitudes towards retirement savings and amounts actually saved by age. Some of its findings are included in the following table.

| | Early Boomers 1946 to 1955 | Late Boomers 1956 to 1964 | Gen-X 1965 to 1979 |
|--|-------------------------------|------------------------------|-----------------------|
| Percentage of workers saying they've saved for retirement | 76 | 69 | 70 |
| Percentage of workers who've tried to calculate how much money they'll need for retirement | 53 | 47 | 39 |
| Reported total savings and investments of \$250,000 or more | 19 | 15 | 9 |
| Reported total savings and investments of \$100,000 - \$249,999 | 22 | 12 | 15 |
| Reported total savings and investments of \$99,999 or less | 60 | 72 | 76 |

Source: 2011 Retirement Confidence Survey - 2011 Results <http://www.ebri.org/surveys/rcs/2011>

The fact that early boomers have the largest percentage of individuals with more than \$250,000 saved is no surprise, as older individuals are more likely to have larger amounts saved because they have worked longer and have had more time to accumulate those savings. Notwithstanding, it begs the question of whether this is enough to meet their retirement income needs.

Regardless of age, individuals can get themselves out of this statistical rut by improving their attitudes and taking more positive actions towards saving and planning for retirement when possible.

Boomers Have Lower Retirement-Readiness Confidence

While a large percentage of respondents say they have saved for retirement, the level of confidence that this savings is sufficient to meet their retirement income needs is low and is critically so for boomers. According to a report from the Insured Retirement Institute (IRI), 63% of baby boomers lack full confidence that they will have enough money to cover their retirement needs, whereas only 33% of generation-Xers fall into that category.

Article is by Denise Appleby / Investopedia— Tuesday, Feb 14, 2012 4:36 PM EST



www.investopedia.com

How Retirement Attitudes of Baby-Boomers And Gen-Xers Differ (cont...)

This concern is not unfounded considering that individuals age 55 may need up to \$550,000 for men and \$654,000 for women to cover health insurance premiums and out-of-pocket expenses in retirement when they reach age 65 in 2018.

Generation X More Willing to Take Investment Risk

Compared to baby boomers, generation-Xers are more likely to take above-average risk when investing their retirement savings. Baby boomers are more likely to choose average risk in return for average gain with a large percentage unwilling to take any risk at all. Since the amount of return on investments is often determined by the amount of risk the investor takes with his or her assets, this approach will ultimately affect how much the members of each group invest based on such levels of risk tolerance.

The Bottom Line

It is expected that individuals who are closer to retirement will have a more realistic view of retirement readiness. As such, it should not be surprising to find that more baby boomers are concerned about financial security during retirement than generation-Xers. Nonetheless, one's retirement readiness is often determined by one's attitude towards retirement and the actions that one takes towards saving for retirement.

Fall Conference

PLAN NOW FOR THE FALL CONFERENCE

October 24-26, 2011

Rough River Dam State Park

Room rate

\$64.95 Lodge Single/Double

[Directions/Map](#)

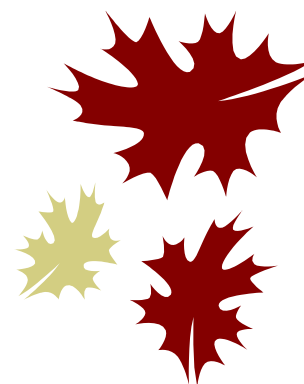
[Link to Hotel](#)



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www.investopedia.com



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**Thank you to our
Spring 2012
Conference
Sponsors**

Board Members

Board members to serve
last year for 2012

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[Angie Hay](#)

[JoAnn Simpson](#)

[Connie Galloway](#)

Board members to serve a 2
year term for 2011 & 2012

[Kim Clemons](#)

[Jill Hartley](#)

[Gary Musgrave](#)

[Mary Hayes Smith](#)



Click on Sponsor for link
to their website