



IN THE KNOW

Insight Into HR News



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EMPO Clients Find Educational Seminars “Helpful & Informative”

Carol E. Gilson, VP HR & Client Services

“Performance Management—Key to Continuous Quality Improvement” was the topic of EMPO’s Client Educational Breakfast Seminar on March 15th at the Calhoun Beach Club. Thirty-six attendees participated and learned many practical performance management strategies to implement in their own companies. Many evaluative comments from the attendees were “very helpful; good information to use in our organizations,” etc.

To briefly summarize the seminar, “performance management” is a broad term which encompasses the entire process of continuously improving and sustaining human performance throughout an organization—from the beginning to the end of their employment. The information presented was based on the following highly effective performance management model that, if implemented in its entirety, will result in continuous quality improvement. The tenets of the model are:

- creating clear expectations (prior to hire and throughout an employee’s employment)
- providing comprehensive orientation and training (to allow the employee to progress)
- setting meaningful, realistic goals and monitoring them frequently
- giving (and getting) frequent, honest feedback and then,
- honestly evaluating the employee’s performance in order to either:
 - provide appropriate “best fit” rewards for positive performance, or
 - create a performance improvement plan for those employees who have substandard performance; then after a reasonable period of time for improvement (60–90 days), determine:
 - if employee is back on track (success!) or
 - if employee is unwilling or unable to get back on track, create an exit strategy.

“Performance Appraisal” – A Look At What’s Next

One very important part of performance management is the performance appraisal process. Because we consider performance appraisals to be extremely important, we’ve dedicated our next seminar to focus entirely on that subject. You will have the opportunity to observe simulated demonstrations of performance reviews, be given a step-by-step outline of the process, complete with applicable forms—plus you will learn about the highly effective 360-degree review process that can positively transform performance in your organization.

While conducting performance reviews is a task that most managers say they dislike, by attending this seminar you will learn how to turn this task into a positive opportunity to communicate effectively with your employees and mutually set substantive performance goals. So, mark your calendar now to attend our next seminar: **“Preparing & Conducting Performance Reviews (for both excellent and wayward employees)”** on June 7th at the Calhoun Beach Club; continental breakfast at 7:30; seminar from 8–10:30 a.m. You will be receiving an electronic invitation in early May.



New Minimum Wage Law in the Works

Scott Andreassen, Senior HR Consultant

One of the more prominent news items lately has been the new minimum wage increase. This legislation has not yet been passed, but will be in some form in the near future. At present, the US Senate and US House have differing versions of the bill, and must reconcile their differences prior to sending the bill to the President for his signature. After the President's signature, there will be a waiting period before the new minimum wage becomes effective. It is likely that the new minimum wage will rise in two or more stages, and may have an inflationary index tied to it in the future.

Many of our clients are beginning to receive solicitations from companies attempting to sell new labor law posters. When the posters are available, but before the law is effective, EMPO will ensure that each PEO and ASO client receives a new poster set to replace those posters currently in place. As a result, you will not need to order these posters yourself, despite how official the mailed offer appears. If you have any questions on the new legislation or on the posters, please contact your HR representative.

A New Look for EMPO's Web Site!

Check out EMPO's new Web site! We've updated it to provide even more information, more tools and more resources for you and/or your employees to use regarding HR and benefit activities. We've also added sub-links to help you navigate the site more easily.

If you've never met EMPO's staff, check out our photo under Meet EMPO > Our Staff. It may be hard to see, but if you look closely, you will see those who help you every day.

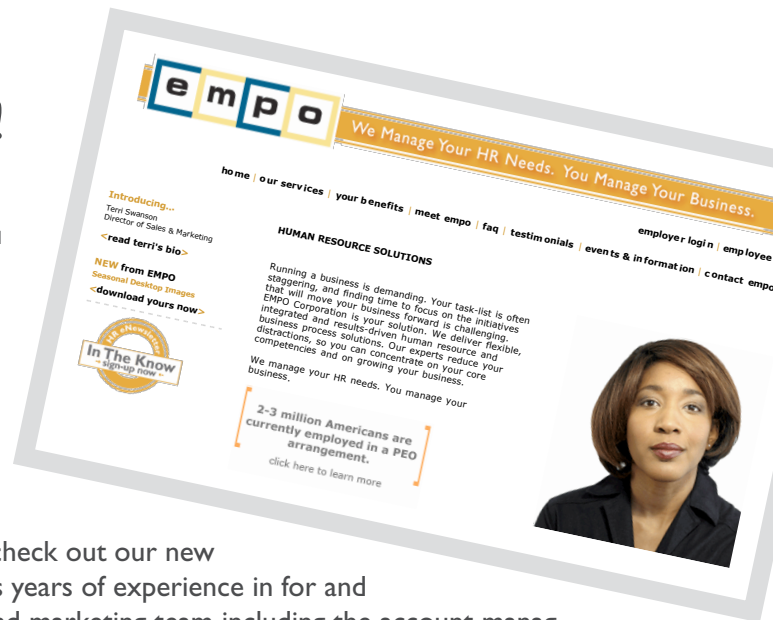
While you're there, click on EMPO's Executive Leadership and check out our new Director of Sales and Marketing, Terri Swanson. Terri has 20 plus years of experience in for and non-profit sectors and in government. Terri will lead the sales and marketing team including the account managers.

EMPO also has two other new staff members, Lisa Stenger and Yia Song. Lisa and Yia will be helping out EMPO's operations and benefit departments.

Also on the Web site, you will see that we are including a directory of all of our E-newsletters and other articles. Our goal is to have these indexed soon, so you can easily find information you need for many of your HR questions.

Lastly, we are including fun (and free!) desktop images each quarter. Simply add EMPOCORP.COM to your Favorites and remember to visit it at the beginning of each quarter. There you will see a couple different desktop images for you to download and use. No real reason for this, except we want you to regularly visit our site, and we also think it's fun to get something new!

We are always looking for suggestions for the Web site, so if you have any ideas, feel free to email them to tswanson@empocorp.com. Enjoy!





Medica Health Program Awards Members with Better Health & Cash Rewards!

Medica offers a program to help members initiate healthy practices and lifestyles by offering incentives for them to do so. My Health Manager from MedicaSM offers programs, tools, and resources tailored to an individual's specific risk factors and lifestyle including an initial wellness assessment. By participating in the program, individuals can earn wellness credits that can be turned into \$25 gift certificates to one of many local businesses. For more information or to participate in the program, visit www.medica.com and click on My Health Manager.

Did you know...

that EMPO can also help you with the following optional products and services?

HUMAN RESOURCES

- Affirmative action plans
- I-9 & immigration law compliance
- On-site coaching
- Background checks
- Conduct new employee orientation
- Incentive program design
- Reward & recognition program design
- Compensation analysis/structure design
- Job profile development & testing
- Skills assessment testing
- Unemployment claims administration
- Attend/facilitate unemployment hearings
- Strategic planning & organizational design
- Performance management program
- Executive recruiting
- Drug & alcohol testing



*Optional services are available at an additional cost. For more information contact your account manager or HR representative.

Call Us Today to discuss how EMPO can further enhance your business!

612.285.8707 | 1.888.263.0589

If you have ideas for topics or information that you would like to see included in a future newsletter, please email lgoold@empocorp.com.