



For post-downsizing survival tips, come to the November 14th luncheon program. "How to Survive and Prosper After Downsizing."

***NCPA Roundtable
"Crisis Prevention
& Management
Workshop"
on November 14
from 9:00 — 11:30a.m.***

(See flier inside for details.)

NOVEMBER MEETING

\$20 Member / \$25 Non-Member

Wednesday November 14th
Windmill Restaurant, Carlsbad

11:30 a.m - 1:00 p.m.
RSVP: (760) 438-1809 ext. 104 (No later than Friday before)

Successfully Managing After Downsizing and/or Reorganization!

Over the past 12 months, the slowing US economy has forced many employers to consider downsizing and/or reorganization. The tragic events of Sept. 11th have most certainly accelerated that process. While most agree that this slowdown will be short-lived, an increasing number of employers will face the need to downsize.

Downsizing is a difficult personal and professional challenge for human resource professionals. However, the true test for any organization is to prosper AFTER downsizing. Following a layoff, surviving employees are often confused, angry and suspicious. Frequently, productivity falls and valued employees leave, fearing they will become the next "victim."

The good news is that you can prevent, or significantly reduce, these negative occurrences. Integrated Insights, with its Employee Assistance Program, has helped hundreds of employers and thousands of employees better manage the downsizing process. During this presentation, you will learn the do's and don'ts of organizational change; you'll receive a set of valuable handouts, including a guide to help you plan for downsizing and a workbook that outlines the needs of surviving employees. In addition, we will address the ongoing issues that impact employee behavior and productivity following the recent tragedy.

Ms. Peggy Wagner, LCSW, CEAP, Vice President with Integrated Insights directs all account management, training and consulting services. Ms. Wagner has designed and conducted hundreds of customized employer training programs, such as Dealing With Organizational Change, Violence In The Workplace, Stress Management, Managing Conflict, and more! Additionally, Ms. Wagner coordinates all aspects of the Integrated Insights' Trauma Intervention/Critical Incident Stress Debriefing Program. This program provides on-site services to organizations that have experienced a traumatic event (accident, death, fire, violence, etc.).

Ms. Wagner has been with Integrated Insights for more than 12 years. Ms. Wagner is a frequent quest speaker and has recently addressed the Torrance Chapter of SHRM (Society for Human Resource Management) and The Irvine Chamber of Commerce, following the tragic events of Sept. 11th.

Upcoming Speakers and Topics:

Dec 12th – NCPA Holiday Luncheon - *See Article Inside!*

President's Pen

by John Vermeren



I speak for the NCPA Board of Directors and I believe the entire membership in expressing our sincerest condolences to all those who were personally impacted by the tragic events of September 11, 2001. On the day of the World Trade Center Disaster, many phone calls were exchanged about whether or not we should call off the legal seminar and our monthly meeting. We decided to stand fast and not be manipulated by thugs. It was the right decision.

Dr. Tony Baron and Dr. Steven Albrecht from Baron Center, Inc. were gifts from God, as were the books on grieving. John Caspole had suggested the week before that we raffle off the leftover books from our Grief speaker. How poignant the timing turned out to be.

We learned that day of the need for routines, opportunities to share grief, opportunities to take some control, and the need for Senior Management's presence on the shop floor.

It reminded me how a business is like an extended family, how we need to care for and support each other and how many employees look to HR and management as surrogate parents. We can all be proud of our nation's heroes and the nation itself as we pull together and face this greatest of challenges.

In that spirit we have organized a Disaster Preparedness Seminar to precede our November 14 meeting. The seminar will start at 9:00 a.m. and lead up to our regular meeting. It will include representatives from as diverse a group of experts as we can assemble. So far Sutherlin Investigative, The Red Cross, World Emergency Relief and The Oceanside Fire Department have agreed to present. We will cover issues relating to advance preparation as well as critical response to a number of disaster scenarios. Please join us to hear from The Professionals.

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Benefit Tip of the Month

by Willam Peartree

Flexible Spending Accounts... One of the Last Great Benefits!

The Flexible Spending Account (FSA) is one of the single most important benefits an employer can offer, especially in this ever changing managed care environment. The FSA provides the legal framework for employees to reduce their pay for insurance premiums, out of pocket medical & dental expenses, dependent care and transportation expenses without paying Federal, State or FICA taxes, saving at least 30% in taxes on their election. Employers can save between 1.45%- 7.65% in FICA taxes based on employee elections.

While the Premium Only Plan, Healthcare Spending Accounts and Dependent Care Accounts have been around for some time, the Parking and Transportation Reimbursement Accounts are relatively new to the FSA world. This particular account allows qualified employee parking and transportation expenses to be paid for with pre-tax dollars. Eligible expenses include metro, bus, rail, vanpool and monthly parking. One significant difference is the "Use it or Lose it" does not apply and unused balances can be cashed out at the end of the calendar year.

Finally, as the year 2001 draws to a close, now is a good time to remind those employees participating in the FSA that they must incur reimbursable expenses prior to 01/01/2002. And as an FSA Plan sponsor, make sure you are meeting the following legal obligations:

- The plan must be in writing
- Non-discrimination tests must be performed annually
- IRS form 5500 must be filed annually
- Initial election forms should be completed by employees
- Summary plan descriptions must be distributed to all plan participants.

Bill Peartree is a partner with Corporate Benefit Solutions, LLC

Join the NCPA Forum

The NCPA Forum is a great tool – HR Professionals who are NCPA members can post questions and get comments and suggestions from fellow NCPA members on the issues that come up day by day.

The NCPA Forum is open – to use it, go to the "Members Only" area of the website, using the same username/password you would for access to the job bank. But – in order to post a question or an answer, you must have a unique username and password for the Forum – just e-mail Lou Storrow, Resource Chair, and he'll set you up.

Legislative Update

By William Peartree



Your participation really can make a difference.

The Industrial Welfare Commission (IWC) (<http://www.dir.ca.gov/IWC/iwc.html>) would like your input regarding proposed amendments to Wage Order 5 regarding overtime, meal periods, and rest periods. Get involved and/or send your comments to Bill Dombrowski, Chair, Industrial Welfare Commission, 770 L St., Suite 1170, Sacramento, CA 95814, phone (916) 322-0167, fax 324-1705. You may contact Bridget Bane, Executive Officer of the IWC if you would like to address the commission or for more information.

Here is the status of a few interesting bills. The information provided is based on the best information available when the newsletter was printed. NCPA will have updated information on the website and links for current bill status since October 14th is the last day for the Governor to sign or veto bills passed by the Legislature on or before Sept. 14th. You may get the latest information on bills at the Legislative information from California web site at <http://www.leginfo.ca.gov/>

SB71 (Burton) Workers' Compensation: Increases workers' compensation benefits and has the potential to increase employer costs by as much as \$3 billion by some organizations' estimates. Bill contains only a bare minimum of proposals designed to bring meaningful cost-saving reform to the system. (To Governor on 9-10-01) Visit the Workers' Compensation Action Network site for more information on SB 71 <http://www.wcaccionnetwork.org/>

AB1679 (Shelley) Private Sector: Contract Worker Ban Would deem all licensed contractors working on any private contract to be the actual employer of any temporary, leased or contract worker that is supplied by an employment agency or service. In effect, bans the use of temporary employees and independent contractors in the construction industry. (To Governor on 9-28-01)

SB 147 (Bowen) Employee Computer Records: Would prohibit an employer from monitoring the electronic mail or other computer records generated by an employee. An employer would be required to prepare and distribute to all employees the employer's workplace privacy and electronic monitoring policies and practices if the employer intends to inspect, review, or retain any electronic mail or any other computer

records. (Vetoed by Governor on 10-05-01)

SB 208 (Alpert) Private Investigators: Exemption from Licensure Exempts, under specified conditions, an independent contractor who possesses a certificate or degree in human resource management, and who analyzes and makes recommendations regarding workplace harassment incidents, from the Private Investigator Act. (To Governor on 9-19-01)

SB 1197 (Romero) Sick Leave Policy: This bill would provide that if an employer maintains an absence control policy that counts sick leave used to attend to an illness of a child, parent, or spouse as a basis for discipline, discharge, demotion, or suspension, the policy would constitute a per se violation of the law, entitling an employee working under the policy to appropriate relief. (To Governor on 9-14-01)

For current legislative updates check out our website at www.ncpasd.org.

How Does Your CEO Rate?

- Does your CEO make HR a Top Priority?
- Are you included in the strategic plan?
- Do you report directly to the CEO or President?
- Does your executive team view employees as an extension of your customer base?
- Does your company promote from within – first?
- Does your CEO go above and beyond to put people first?

If you can answer yes to any of these questions we want to talk to you! Each February, NCPA honors a local company who's CEO is committed to Human Resources. If you know a local CEO that is successful and doing it right, then let us know. Choosing from the nominees, we will ask one CEO to speak at the February luncheon about why they feel HR is a critical aspect of the strategic plan and how they were able to blend HR needs with bottom line results.

If you would like to nominate your CEO and company for this honor please contact John Caspole, Vice President of Programs for NCPA at 760-434-9877 or email to JohnCaspole@aol.com.

Toys for Tots Holiday Party

by Wendy Evers



Please join NCPA for our Annual Holiday Luncheon Wednesday, December 12th, from 11:30 –1:30p.m. We are happy to be at Four Seasons Resort Aviara, 7100 Four Seasons Point, Carlsbad.

This is the perfect setting to thank coworkers for their hard work, show appreciation to clients, and get yourself in the mood for the Holidays. Listen to the lovely sounds of Santa Fe Christian School Choir, see Santa Fe and get your company picture taken. Be a lucky raffle prize winner of a fabulous gift!

Tis' the season for giving and we are excited to be giving for the third year to Toys for Tots. Last year we successfully collected 550 toys for kids and hope to double that number this year! Bring an unwrapped toy and receive a raffle ticket for prizes.

Reservations are required. Please note the invitation has an insert with a tear off at the bottom to include with your check. Please make checks out to NCPA by December 8th. The pre-paid cost is \$25.00 per person. Tickets at door (if available) will be \$30.00 each. Please send in your reservations with check to NCPA 5620 Paseo Del Norte #127-307, Carlsbad, CA 92008. Parking at Aviara will be paid by NCPA.

Any questions?

Please call Wendy Evers @ 619-594-7078

or

E-mail Toevers@aol.com.

See you all there!

South County Personnel Association

Date: 2nd Thursday of the month
 Time: 11:30 am - 1:00 pm
 Place: San Diego Country Club
 88 L Street - Chula Vista CA
 Cost: \$15 Members/\$20 Non-members
 RSVP: 619-687-7412

ASTD - San Diego Chapter

www.astsandiego.com
 Date: 4th Wednesday of the month
 Time: 11:30 am - 1:00 pm
 Place: Handlery Hotel
 950 Hotel Circle North
 Cost: \$25/\$35 Pre-Registered
 \$30/\$40 After Deadline
 RSVP: 858-581-2783

East County Personnel Association

www.sdshrm.org
 Date: 3rd Thursday of the month
 Time: 11:30 am - 1:00 pm
 Place: The Brigantine Restaurant
 9350 Fuerte Drive, La Masa, CA
 RSVP: 858-587-7568

Society for Human Resource Management

Date: 3rd Wednesday of the month
 Time: 11:30 am - Registration / 12:00 pm Lunch
 Cost: \$25/\$40 - Pre-Registered
 RSVP: 619-589-0111

N.C.P.A. MEMBERSHIP - JOIN TODAY!

As members of NCPA, you know the value of your organization. As this year closes out, we would like to invite you to extend all that NCPA has to offer to your friends and colleagues.

What better way to do that than to have them join you at our Annual Holiday Party (see article), give them a gift membership, or upgrade your individual membership for 2002 to a Corporate membership so that two more of your co-workers can experience NCPA?

Whether you join as an Individual or as a Corporation, you will receive the remaining two months of 2001 free and be paid in full for 2002. Individual members pay \$40, Corporate members pay \$100 for a year's membership. NEW FOR 2002! Beginning in January 2002, each of the three corporate members will receive their own individual newsletter.

Whichever you choose, it's a great way to share the value of NCPA while strengthening our membership base and helping others unlock the hidden HR resources available through our organization.

Check out our web site! www.ncpasd.org

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