

What is an Internal Investigation?

Internal investigations have become an increasing common practice in companies today. Whether an investigation is predicated on information surfaced by management or in response to a letter from a regulatory or law enforcement agency; resolving allegations of wrongdoing and/or misconduct at any level from the backroom to the boardroom is crucial.

According to recent government statistics, an average of 1,486 wrongful termination, harassment, and discrimination cases are filed every day in federal courts, state courts, and administrative agencies.

By knowing exactly how to conduct and document objective internal investigations, you maximize your chances of resolving disputes before they explode into legal nightmares. D. Gallant Management Associates assists their clients in conducting sensitive internal HR investigations by:

- ensuring that you respond appropriately to the complaining party at the inception of the charge,
- conducting an investigation that is prompt, thorough, and consistent with legal mandates,
- researching the appropriate background information about the incident and the persons involved, and ensures that no witnesses are overlooked during the investigation process,
- recording sufficient and appropriate information during the witness interviews,
- preparing an expert contemporaneous written record as the investigation proceeds, ensuring that all the elements that contribute to a valid written record are included,
- offering recommendations on discipline or other remedial measures where appropriate, and
- being available to testify at potential trials and/or depositions that may occur.

Even if a dispute does result in a lawsuit, a properly conducted & documented, **internal investigation can be your most rock-solid defense**. Call our offices today, at (207) 773-4800, for more information on how D. Gallant Management can help you conduct an effective internal investigation!

Beginning September 17th... New Sick Leave Law

...many Maine businesses will need to extend to their employees the flexibility to use up to 40 hours of already-earned sick or vacation time to care for a child, parent, or spouse.

This new law applies to businesses with 25 or more employees. The intent is simple: to enable families to take care of their dependents without the risk of losing their jobs. It also establishes a base-line best practice that every HR Manager should consider implementing regardless of whether or not the law applies to their business.

The fact is that nearly half of all unscheduled absences from work are due to family issues such as care for ill family members, while **only 28% of absences are due to personal ailment**.

Businesses have a lot to gain from providing flexible sick leave to employees: companies with flexible leave time have higher productivity and lower turn-over, which means lower recruitment, replacement and training costs. Providing this benefit is both feasible and affordable in such a competitive economy.



Cost-Cutting Strategies

A survey by the Institute of Management & Administration, based in New York, outlines the top ways HR professionals have dealt with the need to cut costs. Any of these sound familiar?

Most popular ways to create savings:

- Asking HR Staff to take on more responsibilities. **52.4 %**
- Streamlining HR processes and procedures. **44.5 %**
- Renegotiating vendor contracts **39.5 %**
- Using Internet for Hiring & Recruiting **34.8 %**
- Cutting Back on Staff Travel & Conferences **34.1 %**
- Automating HR Functions via company intranet **30.5 %**
- Setting performance goals/increase accountability **29.7 %**
- Downsizing HR Staff **26.2 %**
- Adopting or changing HRIS Systems Software **24.9 %**

* *Note: The IOMA study listed here are averages of their results by business services, financial, manufacturing and "other" industries.*



**5th Annual Jimmy-Bob Memorial
Streetball Tourny 2005**
To Benefit "The Jimmy Fund"



Proudly Sponsored by:
D. Gallant Management Associates

D. Gallant Management Associates was the Major sponsor of the 2005 Annual Jimmy-Bob Memorial Streetball Basketball Tourny held on August 13th, to benefit and raise money for Dana Farber Cancer Institute's, "The Jimmy Fund." This neighborhood, family oriented fun-day takes place every year in a Portland neighborhood drawing hundreds of people to play, support, and just have fun!

This year's tournament raised over **\$13,175** bringing the grand total to over **\$47,400!** All proceeds going directly to "The Jimmy Fund." We at D. Gallant Management Associates take great pride in our community involvement. This day was no different, supporting the chance to give back, do something special, and to truly be a part of a larger community for a larger cause.



Thank you to all of the participants that helped make this day a terrific success!

There are many other individuals and businesses that contributed to the success of this year's event that we would like to acknowledge:

McCallum & Conley, LLC • Applicators Sales & Service, Inc. • Symphonix • Lexus Connection • Planet Fitness • Flatbread Co. • Hannaford Supermarkets • Full Belly Deli • Portland Sea Dogs • TGI Fridays • Eggspectation • DeLorme Mapping Co. • Union Oil •



• Christmas Tree Shops • Toys R Us • Margaritas • Fishman Realty • Forest Gardens • The Capital • Bernstein, Shur, Sawyer, Nelson • Kessler Financial Services • Turner Barker • Portland Saab • Finegold Dental • Connectivity Point • WJBQ 97.9 • Northern Sky Toys • Boston Red Sox • The Jimmy Fund • Mr. Bagel • Port Graphics • Falmouth Country Club • Outback Steakhouse • Chowderheads • Coastal Athletics • Portland Dine Around Club • Pepsi Bottling Co. • Joe's Boathouse Bruno's Restaurant • Rookies • Espo's Trattoria • Freihofers • Sun City Tanning • WalMart • Shaw's • Winter People • DiMillo's Floating Restaurant • Ricetta's • R.J Grondin • J's Oyster Bar • Cinque Terre Ristorante • David's Restaurant • Old Port Tavern • Bleacher's • Ourtickets.net • Higgins Beach Inn • Pepper Club • Salt Water Grille • Beal St. BBQ • Portland Public Market • BeachRidge Speedway • The Roma Café • Village Café • Treehouse Toys Ltd. • Lender's Network • SteMar •

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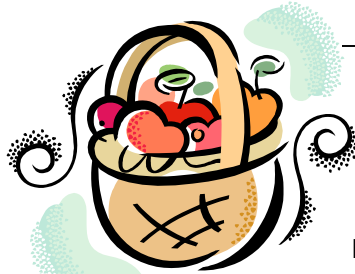
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Congratulations!

to the winner of
D. Gallant Management Associates'
Haven's Candies Gift Basket Give-A-Way,

Wendy Simmons, PHR
Atlantic Home Health, Inc.

Wendy visited our exhibitor booth at the Maine HR Management Summit at the Marriott in South Portland on October 3rd & 4th.



Call our offices today at: (207) 773-4800, or
e-mail your resume and cover letter to: DGMA@dgallant.com



Watch for the *President's Corner* piece on

**"Recruitment & Candidate
Development Strategies"**

by Deborah Gallant, SPHR

in the January 2006 issue of this Newsletter!