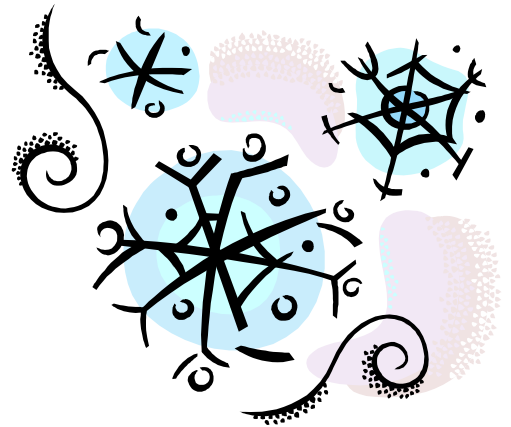


A Publication of D. Gallant Management Associates

Season's Greetings!

from your friends at D. Gallant Management

We want to take this opportunity to wish all of you a Happy Holiday Season and the best of luck for the upcoming New Year!



Are You Up-to-Date?

What does your Affirmative Action Plan (AAP) look like?

The AAP development process can be a complicated and daunting task for any HR Professional. Luckily, D. Gallant Management Associates has trained AAP Professionals right here in our office to personally assist you and your company throughout the entire process.

We also have a **BRAND NEW** sophisticated software system, which after input of raw data, calculates all the necessary computations to bring your AAP back up to date.

We would welcome the opportunity to review an existing Affirmative Action Plan or to write a brand new plan from scratch, whichever is applicable. Our approach would be specifically tailored to your organization's needs. Contact us at your convenience for a complimentary meeting to discuss your specific needs in this area.

NEW!

Revised I-9 Form!

On November 7, 2007, the USCIS released a revised Employment Eligibility Verification Form (I-9), which is now available for use. It's a federal requirement that employers complete this form within the first 3 days of employment and retain the form for one year after employment or three years, whichever is longer.

Are Your Employees Healthy & Happy This Holiday Season?

Holidays are portrayed in our culture as a time of joy and happiness, however for some the feelings of anxiety, frustration and depression are overwhelming. The holiday season can be a stressful time for employees, both in and out of the office. Between work and added family responsibilities, such as planning for holiday gatherings, shopping for gifts and cooking, many people feel they can't take time to unwind during the holidays.

Employers can help employees reduce and cope with holiday stress and depression by employing a few simple ideas to reduce holiday stress. Here are some we suggest:

- **Keep employee costs to a minimum.** Set low dollar amounts on any departmental gift exchanges between co-workers, or even consider gift-exchange alternatives.
- **Establish casual dress code.** One of the biggest causes of stress during the holidays is finances. If you have a party, allow casual dress so employees do not have to buy special clothing. Have the party catered instead of asking for employee food donations. If you give door prizes, give gift certificates that employees can use for holiday purchases.
- **Remind employees to submit time off requests.** Remind employees to submit and managers to approve time off requests far in advance to avoid the stress of an unexpected denial of leave during the holidays.
- **Establish community involvement.** For many, doing something for others is an important part of the holiday season. Provide opportunities for your business to become involved in community programs such as food/toy donations or volunteering at the local soup kitchen or homeless shelter. Schedule these events during the workday as after-hour events may create conflicts involving family and friends.

“Those who build great companies understand that the ultimate throttle on growth for any great company is not the markets, or technology, or competition, or products. It’s one thing above all others: the ability to get and keep the right people.”

~Jim Collins

*Best Selling Author,
Good to Great*

If you missed our seminar on November 16th entitled “Get ‘em, Keep ‘em, Grow ‘em”, here’s what you missed!

In the next few years, HR leaders will see widening globalization and the influence of Gen X and Gen Y as the greatest challenges impacting their jobs. In fact, according to a recent survey performed by the Human Resource Executive magazine, 65% of companies are finding it slightly or significantly more difficult to attract and retain the right talent.

- “The intrinsic motivation of meaningful work and exciting tasks is central to Gen Yers. Pay is still important, but the emphasis is more on fairness and equity.”
- “Gen X and Gen Y have a generational contingency for whom work/life balance appears to be a deciding factor to join a company. If you want to attract the most talented Gen Xers and Gen Yers, then tailored deals will become central to your HR strategy.”

Call Deborah Gallant, SPHR, CCP today to discuss what we can do to prepare you and your company for the generations ahead.

Parts of this article excerpted from HR Executive

SPHR/PHR CERTIFICATION PREPARATION COURSE!

•••••
• \$450 Registration Fee •
• & Only \$115 for all •
• Course Materials! •
•••••

Just in case you missed our fall program, D. Gallant Management is hosting another SPHR/PHR Certification Prep-Course!

For those interested in the Certification Exam during the May/June Testing window, we are offering the class in 8 two-hour sessions throughout the spring on Tuesdays from 4:00pm until 6:00pm:

February 12, 19, 26, March 4, 25, April 1, 8, 15.

Instructor: Deborah L. Gallant, SPHR, CCP

Location: Portland, Maine

Sign up NOW! Seats are limited and filling up fast! Call or e-mail Lindsay Strang at (207) 773-4800 or lindsays@dgallant.com

What will be the HR Executive’s most pressing problems in year 2008?

The question asked by Human Resource Executive Magazine in November 2007.

Answers:

- | | |
|---------------------------------|--|
| ❖ Talent Management | ❖ Expanding Career Development Opportunities |
| ❖ Retirement of Baby Boomers | ❖ Multi-Generational Savvy |
| ❖ Engaging Employees | ❖ Employee Branding |
| ❖ Attracting & Retaining Talent | ❖ Incentives & Rewards |
| ❖ Work/Life Balance Issues | |

D. Gallant Management Associates can help you with all of these issues. Call to speak with one of our staff members today!

DID YOU KNOW? ...

- ❑ According to the Fair & Accurate Credit Transactions Act (FACTA), employers are required to shred any and all documents that contain information derived from a credit report. Penalties for failing to obey the shredding provisions could be severe.
- ❑ An employer owns the copyright for works created by an employee, provided that creating the work is within the employee’s regular duties. No written assignment is needed; the employer automatically is the copyright owner.
- ❑ The length of time COBRA coverage continues is determined by the “type” of qualifying event: Termination of employment is 18 months, but divorce or death of the employed spouse is 36 months.
- ❑ The IRS uses a 20-Factor Test to determine whether workers are employees or independent contractors.

