



## Newsletter

### **March Program Meeting**

Wednesday, March 11 | 11:15am - 1:00pm |

Location: Tulsa Country Club

### **Find Your Lane; Change your GPS and Accelerate your Career!**

Presented by Bruce W. Waller, CRP, PHR, SHRM-CP



**This program is approved for HRCI Business Credits!**

This session is a leadership strategy session about changing or updating your “Career GPS” which stands for Grow, Plan, and Share for success. We are all moving in different lanes and we need to find the lane that works best for us. We need to think differently on how we approach leadership growth as individuals, and with our team members to achieve our business and personal goals. Some of the strategies and keys to success include being growth oriented, planning and goal setting, networking with excellence, developing a strong personal brand, and the importance of servant leadership. When we grow in our leadership, everyone around us will grow too!

Sponsored by:



[Register here](#)

### **March Learning Lab**

Thursday, March 26 | 2:30pm - 4:30pm |

OSU Tulsa North Hall - Room 119

## **Retirement Plan Radar: Improving Participant Outcomes, Avoiding Fiduciary Failures and Highlights of the SECURE Act**

Presented by Mark Forbes, Strategic Retirement Partners & Eric Magyar, Janus Henderson Investors

Join us in March as we take a closer look at 3 impactful topics that Retirement Plan Sponsors have on their radar. Improving retirement outcomes through behavioral finance, avoiding fiduciary failures and understanding the key provisions of the Setting Every Community Up for Retirement Enhancement (SECURE Act).

### **Behavioral Finance for Improving Fiduciary Perspectives & Participant Outcomes**

The ultimate goal of a retirement plan is to provide employees with the opportunity for a dignified retirement. Highly successful retirement plans implement strategies to drive this success. We'll examine the strategies these plan sponsors take to overcome inertia in retirement saving.

### **Recent Case Studies in Fiduciary Failures – Why Plan Sponsors Are Being Sued and the Importance of Process**

Most 401(k) plan lawsuits challenge either the investment options offered under the plan or the administrative and investment management expenses that are paid by plan participants. Plan sponsors and fiduciaries should have a robust process in place to review and monitor both the available investment options and plan fees and expenses.

### **The Setting Every Community Up for Retirement Enhancement (SECURE Act) was passed as part of a federal spending bill on December 20, 2019**

The act includes many common-sense, long-overdue reforms that could make saving for retirement easier and more accessible for many Americans. We'll discuss some of the key provisions.

**Sign up**

The logo for TAHRA, consisting of the letters T, A, H, R, and A in a large, blue, serif font.

**Your input is needed!**

We are conducting a mini membership survey to see what you would like to see from TAHRA in 2020. The survey is only 5 questions and should take less than 2 minutes of your time. We appreciate your feedback!

**TAKE SURVEY NOW**

# Join Us for an Exclusive Half Day No Cost Fiduciary Training Program @ the University of Oklahoma on April 2nd

Sponsored by The Plan Sponsor University:

*"Learn how to Better Manage & Optimize your Company's Retirement Plan", conducted by the best C(k)P Professionals in the Country!*

*5 CE Credits, Learning Modules included, 30+ Oklahoma based Companies in attendance....phenomenal interactive Learning and networking.*

## JOIN US FOR AN *Exclusive* HALF-DAY FIDUCIARY TRAINING PROGRAM

**Learn how to better manage & optimize  
your company's retirement plan**

— No Cost To Attend —

Top industry professionals will be presenting a TPSU 401(k) live educational program in your area. The Mission of TPSU is to enable plan fiduciaries to improve their retirement plan through education and training. This half-day program covers essential topics pertaining to retirement plan leadership. TPSU welcomes HR professionals, benefit specialists, business owners and retirement plan committee members who serve in any of the following capacities for their own company retirement plan – Plan Fiduciaries, Plan Trustees and Plan Administrators. After successfully completing this Program an attendee will improve their understanding of:

- Responsibilities of a Plan Fiduciary
- Effective retirement management strategies
- Plan improvements with a high impact on plan outcomes
- Behavioral finance solutions to improve retirement readiness
- Structure and oversight of a retirement plan committee
- Internal communication strategies

*401(k) and 403(b) Plans require special attention.*

TPSU Program is not a function of the host institution

### What will you receive by attending?

1. Continuing Education Credits –  
5 SHRM PDCs / 5 HRCI (General) Credits
2. Certificate of Attendance
3. Complimentary access to the TPSU Learning Management System including the following topics:
  - ERISA
  - Fundamentals of 401(k) Plans
  - Understanding Participant Behavior
  - Retirement Plan Health
  - Retirement Readiness
4. Networking with colleagues responsible for retirement plans
5. Interaction with industry leaders
6. Breakfast and Lunch



**Thursday, April 2, 2020**  
8:30 AM – 2:30 PM

#### Location:

**University of Oklahoma**  
Thurman J. White Forum  
1704 Asp Avenue  
Norman, OK 73072  
Conference Room A

#### Adjunct Lecturer:

**Chris Thixton, C(k)P®**

#### **Registration**

**Online:** [www.TPSUniversity.com](http://www.TPSUniversity.com), and Proceed to the Program Schedule TAB, and Select your Program. Register with code **"2020SP"**.

**Call:** 855-755-4015 and Select Option 2. For more information regarding the session go to [www.TPSUniversity.com](http://www.TPSUniversity.com) or contact Marc Lester at [marc@TPSUniversity.com](mailto:marc@TPSUniversity.com).

**Space is limited!**

**To View This Program  
or Register Click Here**



This program is valid for 5 PDCs for the SHRM-CP® or SHRM-SCP®.



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

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**KEYNOTE  
SPEAKER  
JENNIFER  
BROWN**



**ROI**  
RETURN ON INCLUSION

June 18, 2020

TAHRA invites you to share in our efforts to address important ongoing and emerging inclusion and diversity opportunities and issues in the workplace. This year's Summit theme is "Level Up," as we are focused on providing businesses the tools to take their diversity, inclusion and equity efforts to new heights.

We are seeking sponsorships for this event. By sponsoring this event you are providing a significant opportunity for individuals and organizations to dive into pertinent issues in a collaborative, productive way. We are committed to keeping costs down to attract professionals and students from a variety of fields.

To view sponsorship levels, please click [here](#).

If you have any questions please contact [roitulsa@tahra.org](mailto:roitulsa@tahra.org).

OKHR's three-day Conference & Expo will connect you to valuable resources, products, services, and people transforming the HR industry. This conference showcases cutting-edge keynote speakers, over 40 breakout sessions, continuing education credits, certification prep course, 70+ exhibitors, several networking receptions, and the new Executive Forum for senior-level HR professionals.



**April 21-23, 2020**  
**Hard Rock Hotel & Casino**  
**Tulsa, OK**  
[Conference information and registration here.](#)

**COVID-19 and the HR Imperative**

"According to the World Health Organization, there are now more new coronavirus infections outside of China than inside. Companies are taking note, as evidenced by the fact that warnings about the virus's potential business impact came up in 27 earnings calls just this week, according to CNBC. From Olympic uncertainty to conference and event cancellations, the question is not if coronavirus will disrupt business, but when and how.

While there are practical steps individuals can take, preparing a company's workforce is much more complex. The World Health Organization recently hosted a live Q&A on Periscope on COVID-19 in the workplace as 30,000 viewers streamed live looking for answers." - [Lars Schmidt, Fast Company](#)

Continue to check the Centers for Disease Control website for up to date general guidance and group specific guidance. See here:

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>

## **Coronavirus alert for employers: It's about facts over fear, planning over panic**

By Charlie Plumb and Paul Ross, McAfee & Taft Labor & Employment Attorneys

As the COVID-19 Coronavirus problem grows, employers will face increasing challenges on a variety of workplace issues. Health experts anticipate travel restrictions, business closings, suspension of schools, and widespread employee absences will occur. Now is the time for employers to consider and plan for such possibilities.

### **It starts with facts**

When addressing a serious problem like the Coronavirus outbreak, overreaction can be a by-product. To avoid panic and ill-advised decisions, get accurate information in the hands of your workforce. The Center for Disease Control and Prevention has issued its [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease](#). Likewise, the Oklahoma Department of Health maintains a website that provides updates on the Coronavirus disease, which can be found [here](#).

These resources provide excellent information about symptoms, virus transmission, and offer helpful suggestions on avoiding exposure. They can go a long way towards dispelling misinformation and addressing concerns. Take the time to educate yourself and to encourage employees to access these websites. Consider making these websites available through your intranet site and/or posting printouts of the CDC and Department of Health information in the workplace. In addition, you should be emphasizing the need for sanitary

work practices and for keeping the workplace as clean and virus-free as possible.

### **Employment law considerations**

A number of employment laws can potentially come into play.

- The General Duty Clause of the **Occupational Safety and Health Act (OSHA)** requires employers to provide "employment and a place of employment which are free from recognized hazards that are causing or likely to cause the death or serious physical harm to ... employees."
- The **Family and Medical Leave Act** provides unpaid leave to eligible employees for their own serious health condition or to care for an immediate family who is suffering from a serious health condition.
- The **Americans with Disabilities Act** controls when and what sort of questions an employer may ask about an employee's health.
- The **Fair Labor Standards Act** governs when, and under what circumstances, an employee should be compensated for time not spent working in the office.

### **Business travel**

Currently, the CDC and the U.S. State Department have issued travel warnings for China, South Korea, Italy, Iran, Japan, Hong Kong and Macau. It's safe to assume that more countries will be added to this list in the future. If your employees are involved in international travel, keep abreast of the status of international travel warnings and consider restricting travel to areas that are affected. The same precautions may be taken for business associates who are traveling from affected areas to your workplace. Don't be surprised if employees are unwilling to travel overseas. Base any decisions regarding business travel on facts — i.e., travel warnings and restrictions recognized by governmental agencies — not rumors or assumptions. Consider whether there are alternatives to international travel by your employees or business associates.

### **Making employees stay home from work**

Employers can encourage sick employees to stay home. Companies should make sure employees are aware of applicable sick policies.

Can employers send employees home because:

- They traveled to an area affected by the Coronavirus?
- They have been exposed to the Coronavirus?
- Show potential symptoms of the Coronavirus?

Questioning employees about their health and making employment decisions must be based on facts — not fear — and should rest on a reasonable concern the employee poses a direct health threat to themselves or co-workers. You are entitled to ask employees where they have been traveling — for business or pleasure — so long as that question is asked of all employees. When determining whether an employee who has traveled overseas should be excluded from the workplace, base your decision on the most recent travel restriction and warning information available from the CDC and the State

Department. Exclusion from the workplace should not last longer than the time it takes for symptoms to develop.

Take a similar approach to employees who have been exposed to the Coronavirus —, employees who have been caring for others suffering from the virus or employees who have visited areas where outbreaks have been reported. For example, first responders in Kirkland, Washington, who attended to patients at a nursing care establishment were placed in quarantine. Employers may question an employee about potential exposure to the virus, and if they have a reasonable belief that exposure did occur, the employee may be excluded from the workplace until the time for symptoms to develop has expired. Employers should send employees who show symptoms of the Coronavirus home from work.

As the quality and availability of Coronavirus testing kits improves, an employer's decision to exclude employees from the workplace based on a reasonable concern they pose a health risk will become more clear cut.

### **Leave and pay considerations**

A school closing may impact an employee's ability to come to work. Keep communications open with employees about such developments and maintain flexibility when applying leave or PTO policies.

If an employee misses work because they are infected by the virus or because they are caring for an immediate family member who suffers from the virus, that absence may be covered by your FMLA policy.

Non-exempt employees (those who are entitled to overtime) are not paid for time they are not working. If a non-exempt employee is home because they have traveled to an affected area, have been exposed to the virus, are exhibiting symptoms, or if there has been a temporary business closure, time at home is not treated as compensable hours worked under the Fair Labor Standards Act. That is true for cases when it was the employer who decided the individual should not be at work. One exception: if the non-exempt employee performs tasks while at home (including but not limited to remote work), that time is treated as hours worked and is compensable.

For exempt employees (those who are salaried and not entitled to overtime), if a business or department closes temporarily on account of the virus, they are entitled to their full weekly salary, unless they have been completely relieved of all duties for an entire workweek. If an exempt employee misses work due to their own illness from the Coronavirus, the employer may deduct from their salary, so long as the employer has a policy for paid sick leave.

**We'll keep you advised**

We are following new information daily. As we track these developments, we will continue to provide you with recommendations and best practices for dealing with Coronavirus issues in the workplace.

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Interested in attaining your SHRM certification but don't like exams? Let SHRM and TAHRA together help alleviate your fear by getting you prepared!

The SHRM Certification Examination has 2 types of questions: 1) Knowledge Questions and 2) Situational Judgment Questions.

The knowledge questions are focused on HR Competencies, People, Organization and Strategy topic areas that are associated with the SHRM Body of Competency and Knowledge, the SHRM BoCK.

The situational judgment questions assess decision-making skills, through the use of scenarios, that require application of behavioral competencies.

You can take practice questions for both the SHRM-CP and SHRM-SCP by following this link: <https://learnhrm.shrm.org/practice/>

And TAHRA members can get access to discounted SHRM BoCK materials and receive expert in person instruction that will help prepare you for the exam.

If you want to receive information about TAHRA's certification prep course, please email us at [admin@tahra.org](mailto:admin@tahra.org) with 2020 SHRM Prep Course in the subject line and we'll add you to our email distribution list so you can stay up to date on these offers.

Don't forget, the early-bird application deadline ends March 20, 2020 for the [Spring Testing Window](#) (May 1 – July 15)!

Penny Horton, MSOD, SHRM-SCP, C-DER  
TAHRA Certification Chair







## Welcome new members!

Debra Butler - Ingredion  
Madie Barlow - Pipeline Equipment Inc  
Tammy Albright - LMI Aerospace  
Pa Choua Vue - Dental Depot  
Sarah Cocco - Avis Budget Group  
Shannon Nibarger - Tulsa Federal Credit Union  
Destiny Harris - Greenheck Group  
Jennifer Tucker - Magellan Midstream Partners  
Shannon Bandy - Global Holdings  
Nicole Lake - Cleveland Area Hospital  
Kevin Fuselier - HoganTaylor  
Lian Thang - AAON, Inc

## Calendar

- **DisruptHR v 6**  
Thursday, March 5 | 5:00pm - 7:30pm|
- **March Program Meeting**  
Wednesday, March 11 | 11:15am - 1:00pm|
- **HRIS Affinity Group**  
Tuesday, March 24 | 11:30am - 1:00pm|
- **March Learning Lab**  
Thursday, March 26 | 2:30pm - 4:30pm|

Note - We will not hold a Program Meeting or Learning Lab in April. Please register and attend the OKHR State Conference in Tulsa.

Click [here](#) to view our calendar!



[SHRM Website](#)

[HRCI Website](#)

[OKHR Website](#)

Tulsa Area Human Resources Association | PO Box 140958, Broken Arrow, OK 74014

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