

Colonial Capital Chapter News

Spring 2008

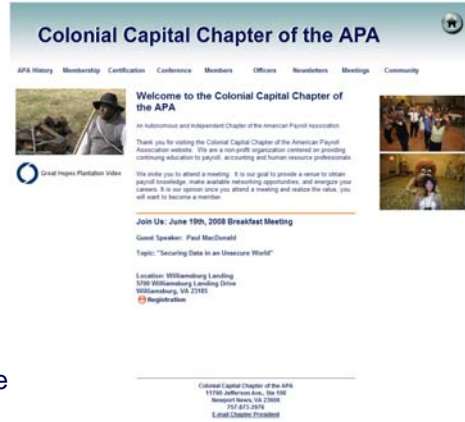
Volume 3, Issue 1

New Website Design

The Colonial Capital Chapter website - www.ccc-apa.com - has undergone a makeover and key updates include:

- Fresh look and feel
- Reorganized homepage
- Pictures and Interactive Videos

Look and Feel The look and feel of the site has been updated through revised style sheets, font usage, and updated graphics.



New Colonial Capital Chapter of the APA Website

Reorganized Homepage The homepage has been reorganized so it is easier for our members and guests to locate important information.

Pictures and Interactive Videos Included throughout the site are pictures and informative videos. The videos will provide information about the Williamsburg area as well as educational videos for our members.

Take a tour and spread the news...CCC has a new website!



Score a Home Run by Attending the 2008 8th Annual Virginia Statewide Payroll Conference!

The 8th Annual Virginia Statewide Payroll Conference helps new and current payroll professionals remain up-to-date in the ever changing payroll industry and prepare for the FPC and CPP Certification Examinations.

The VSPC is a very affordable option for continuing education in the field of payroll and qualified recertification credits. The conference takes place October 16-17th, 2008, at the Kingsmill Marriott in Williamsburg, Virginia. Registration is available online at www.apa-richmond.com.

Join Us:
June 19th, 2008
Breakfast Meeting

Guest Speaker:
Paul MacDonald

Topic: "Securing Data in an Unsecured World"

Location: 5700 Williamsburg Landing Drive Wmbg, VA 23185

Remember to bring a non-perishable food item for the Grove Christian Outreach food pantry.



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How to Minimize Risk When Providing References

Because of defamation and negligent reference claims, responding to reference checks has gone from giving simple replies to offering convoluted and tricky responses. Truthful and insightful answers can help employers evaluate potential candidates, while detailed references can help former employees land the job. Fear of litigation keeps some employers from helping out fellow supervisors and former employees. By following a few recommendations, employers can minimize their organization's risk for a lawsuit when helping former workers and their prospective employers.

Follow Company Policy

When receiving a reference check request, the first thing employers should do is follow their company's established policy. Most policies require supervisors to notify the human resources department of reference requests. While many reference requests are made over the phone, supervisors can avoid responding immediately to requests for information by taking down the requester's contact information and returning the call after the company policy has been reviewed and the HR department has been contacted.

Provide Factual and Objective Responses

Often, when an employee applies for a new job, they usually sign a form stating that their employment information can be disclosed for reference checks. Or, when they leave a company, an exit interview is conducted. Before any information is provided, managers should make sure the former employee's signature authorizing any future reference checks is on file. Employers should only answer questions that they feel comfortable answering. Employee information should never be given voluntarily. Reference information provided must be factual and relevant to the time the employer worked with the employee. No personal commentary or opinions should be included.

Seek Advice for Unusual Circumstances

Managers should seek legal advice before responding to a reference check for a former employee who left on bad terms. For example, if an employee was fired from the company for violence and a manager failed to report this to a potential employer during a reference check, and then the employee commits a violent act while employed at the other company, the manager who did not disclose this information can be vulnerable to a negligent reference claim. It's advisable to check with the company's attorney before responding to a situation like this.

Make Note of the Conversation

After speaking with a former employee's potential employer, managers should summarize their conversations in writing and keep them on file. For employers to protect their organization against litigation, information about the reference check should be documented. Be sure to include the former employee's name, date of the conversation, the requester's name and contact information, and the information you disclosed about your former employee.

Don't Disclose Sensitive Information

A description of a former employee should not include any information about the individual's race, religion, age, disability, sexual orientation, or marital status. Disclosing sensitive information is irrelevant and can potentially lead to lawsuits.

By following an established company policy for reference requests, managers can minimize chances for litigation. Remembering to provide unbiased and accurate information, document conversations, and seek legal advice will protect employers, help good employees gain new jobs, and prevent other employers from hiring unfit employees.

Article provided by:



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Grove Christian Outreach Program

A variety of products are offered to the entire Grove community including bread, rolls, desserts, drinks, fresh produce, meats, sandwiches, salads and food from Olive Garden, Starbucks, Red Lobster, Pizza Hut, Panera bread and Pepperidge Farm. Clothes and household items are also available for people to receive. Resi-

dents are invited to visit each week. We are currently serving over a hundred families each week. We also provide birthday cakes for birthdays and food and bakery items for community events. We need volunteers from 9:00 am - 1:00 pm every Wednesday. Please fill out the VOLUNTEER INFORMATION SHEET to get plugged in! Food Pantry

Food is available to our clients based on individual need and emergency situations. Household proof of residency is required. Families may visit the pantry only if a thirty-day time period has elapsed since their last visit. We are continually in need of donations of non-perishable food items.



Matthew 25:40 "I tell you the truth, whatever you did for one of the least of these, you did for me."



march of dimes
march for babies™

FIND OUT MORE



 **COLONIAL CAPITAL CHAPTER APA**
[\(View Team Roster\)](#)

JOIN THIS TEAM >>

Event Information
5/10/2008, 10:00 AM
Great Wolf Lodge
549 East Rochambeau Drive
Williamsburg, VA



You can help by making a donation to the team or by joining us in the walk. Let's show the community the Colonial Capital Chapter supports the walk for healthy babies. The address to make a donation or to join our the "Colonial Capital Chapter Pace Setters" is <http://www.marchforbabies.org/501737>.

GO TEAM!!

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The Right Job Makes A World of Difference

The right skills makes it possible.



The Colonial Capital Chapter's CPP/FPC Study group is all about helping you acquire new skills or upgrading the ones you already have. The study group is tailored for busy professionals, which can help you meet the needs of employers and the marketplace. Think of it this way.... becoming a CPP or FPC is a smart investment. It's an investment in your future.

Contact Melinee Cody, CPP at mcody@pensoft.com for more information about the next CPP/FPC study group. Visit our website at www.ccc-apa.com

Instructor: Melinee´ D. Cody, C.P.P.

Dates: Saturday Classes

Course Fee:

Members- \$300 (Includes book)

Non-Members- \$ 340.00 (This includes book and CCC membership)

Payment Method: Check made payable to Colonial Capital Chapter of the APA (CCC-APA)

Course Materials: APA The 2008 Payroll Source Registration Deadline: June 27th, 2008

Time: 9:00 am-1:00 pm Location: PenSoft 11790 Jefferson Ave. Ste 100, Newport News, VA 23606

Dates: Saturday mornings

- July 19, 2008
- August 2, 2008
- August 16, 2008
- August 23, 2008
- September 6, 2008
- September 20, 2008
- September 27, 2008

Note: No class will be held on August 9th ,30th and September 13th

****Fees are non-refundable after July 1st, 2008****

A minimum registration of 5 is required for the study group to meet and class size is limited of12 students.