

Nonprofit Financial Managers

A Resource for the areas of Finance, IT, Human Resources, and Office/Facilities Management

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For information, go to npfm.org, or contact Mitzi Fennel at 617-547-1063 x235 or Jessica Zander at 617-956-0215

Mark Your Calendars

All of our meetings take place on the **last Tuesday** of each month. **No pre-registration required.** Upcoming dates:

- **June 28: Effect of Federal/State budget decisions on nonprofits**
- **September 27: TBD**

NPFM Membership Information

The annual membership fee of \$100 covers monthly mailings and other operating expenses. The membership period is from September to August. A part-year membership for \$60 is offered for those joining after January 1, which covers membership through August. Full-time students are welcome to join at any time without paying a fee.

In addition to attendance at monthly meetings, members receive a monthly newsletter and access to the NPFM e-mail forum. Lunch is provided for all attendees at meetings. There is a \$12 meeting fee for non-members, and since membership is by organization, there is no limit of individuals from any one organization who may attend the meetings.

RSVPs for the meetings are not required.

For renewals or new membership fees, please make your check out to:
NonProfit Financial Managers
C/O Child Care Resource Center
130 Bishop Allen Drive
Cambridge, MA 02139

Contact Mitzi Fennel at 617-547-1063, x235 for more information.

The Next Meeting

Topic: The 2012 Federal Budget and its impact on Massachusetts

Date: June 28, 2011

**Location: United South End Settlements
566 Columbus Ave., Boston**

Time: 12:00 PM – 1:30 PM

We've all been reading about the current budget battles on Capitol Hill. How will these proposals affect Massachusetts? How do Federal funds flow to the state and what funds are at risk? What impact will these cuts and proposals have on state government and Mass residents? Mary Tittmann from the Mass Budget and Policy Center will join us to talk about the 2012 Federal Budget and its impact on Massachusetts.

Recap of May Meeting

Social Media: Legal Considerations for Use in the Workplace

In May, Laurie Alexander-Krom of Davis, Malm & D'Agostine P.C., spoke with the NPFM group about the legal considerations around the use of social media in the workplace. For the purposes of this discussion, social media is defined as tools like Facebook, Twitter, blogs, etc. The discussion was divided into two parts: the employer's use of social media tools in the hiring process and the use of social media sites by current employees.

Many employers are using social media tools to gain as much information about potential candidates for employment as possible. There are many benefits to an employer to perform this type of research; for instance, an employer may be able to ascertain information about a candidate's feelings about past employers, possible discriminatory tendencies, texts, pho-

tos, and posts that reveal beliefs, behavior or conduct that was not discovered through the interview process. While much of this information is open and accessible to the public, employers must still be aware of the potential risks associated with incorporating this information into the decision process. Employers must have a clear understanding of protected characteristics and be explicit in hiring policies and practices around avoiding bias and discrimination. If a person of a protected class or characteristic is not hired and learns of the employer's use of social media research it may open the employer up to claims of discrimination. Employers must also ensure that they are performing their research ethically, meaning they are not trying to gain access to non-public information by falsely representing themselves (i.e. "friending" the candidate by posing as someone the candidate may know). Suggested best practices around using social media for pre-employment screening include:

- If possible, having a neutral third party screen conduct the social media research on the organizations behalf;
- having a written policy around acceptable candidate screening methods that identifies the purpose for performing the search;
- providing notice to applicants that background checks will include web searches (i.e. on the employment application); and
- allowing candidates to respond to negative information that is discovered.
- Above all ensuring that equal employment laws are followed at all times.

While employers may not be able to reasonably ban social media from the workplace, employers should be aware of the risks associated with the use of social media by current employees. There should be no reasonable expectation of privacy around publicly accessible information that an employee puts out on social media. False or offensive accusations or defamation about colleagues made by employees may give rise to lawsuits. Violations of the National Labor Relations Act or Right of Privacy of Employees or even the possibility of employees violating trade secret protections are all possible pitfalls when using social media. Em-

ployers should have a harassment policy in place that clearly prohibits this type of behavior as well as a confidentiality policy that outlines employee expectations about safeguarding confidential information that they may have access to through their work. Employers should provide employees with clear guidelines about acceptable use of social media. Guidelines should prohibit the posting of false information about the organization, its employees or clients, provide general instruction about using good judgment when posting to social media sites, state that misuse is grounds for discipline including termination, and identify a person within the organization to address questions about the social media policy. The world of social media is still continually changing and because of this the laws are feverishly working to catch up and provide clarity when and where possible. Unfortunately for employers, the lines around what is considered public information versus what is private information are still blurry. Employers should look seek legal counsel when possible, to ensure that they understand their rights within the current laws and respond appropriately to situations that arise.

Job Openings...

The NPFM group has a section on their website for job postings. Check out our website at www.npfm.org for a complete list of jobs. Contact David Richardson at dr44@verizon.net with questions or postings.

NPFM E-mail Forum

One of the benefits of membership in NPFM is a subscription to our e-mail listserv. We encourage members to post questions, announcements and new developments in finance and administration. All new members who provide e-mail addresses are automatically subscribed. To post messages send to npfm@topica.com

NPFM Steering Committee

The Steering Committee consists of several members who are responsible for the meeting topics, speakers, and other details surrounding the group. If you are interested in joining the steering committee, or in submitting ideas for future sessions, please contact any of the existing members, by e-mail or in person at a meeting.