



This program has been approved for 12.0 (General) re-certification hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit. For more information about certification or re-certification please visit the HRCI homepage at www.hrci.org

Foundation for Human Resources (Formerly HR Essentials)

Prerequisites: None

Schedule: Four Consecutive Weekly, 1/2 Day Sessions.

Course Objective

This program is designed to give a detailed overview of the responsibilities required to maintain an effective and legally compliant human resource department. The sessions will encompass the topics listed below. This program will provide a solid foundation in human resources for the HR Assistant, HR support staff, Office Managers, and others who may serve in an HR capacity.

Course Outline:

Posting & Record-Keeping Requirements

- Labor Law Posters
- Immigration/I-9 Forms/E-Verify
- New Hire Reporting
- OSHA 300 Logs
- Personnel Files

Employment Selection

- Employment Applications
- Reference Checking
- Applicant Testing/Assessments
- Drug & Alcohol Testing
- New Employee Orientation
- Exit Interviews

Fundamentals of Wage & Hour Laws

- Timekeeping
- Overtime Calculations
- Exempt vs. non Exempt from Overtime
- Legally docking pay of exempt employees
- Compensatory Time

Foundations of Other Employment Laws & Regulations

- Title VII
- Americans with Disabilities Act
- Family & Medical Leave Act
- COBRA Insurance Coverage
- HIPAA
- Affirmative Action Plans

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