

### Human Resource Management Series

## Human Resource Essentials

(Formerly Role of HR Assistant)



This program has been approved for 12.0 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](http://www.hrci.org)

**Prerequisites:** None

**Schedule:** Four Consecutive Weekly, ½ Day Sessions.

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### 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.

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### Course Outline:

- Procedures for Receiving and Retaining Applications
- Reference Checking
- Title VII
- ADA
- FMLA
- COBRA Insurance Coverage
- Immigration I-9's
- HIPAA
- OSHA 300 Logs
- Applicant Testing
- PHR / SPHR Exams
- Drug & Alcohol Testing
- Job Descriptions
- Employee Orientations
- Exit Interviews
- Affirmative Action Plans
- Overtime Calculations
- Exempt – Non Exempt
- Bona-fide Attendance Plans
- Compensatory Time

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