



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)

### Human Resource Management Series

## HR Management II - Regulatory Compliance

**Prerequisites:** None

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

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### Course Objective

To provide the Human Resource professional with the skills and knowledge concerning the areas of Workers Compensation, Unemployment, Fair Employment Practices, and Remaining Union Free.

The course was designed as the second in a three-program series to provide professional skills training, group participation, and idea networking. The topics have been carefully selected to enable participants to sharpen and master many human resource and management skills.

**Completion Certificate and Award Plaque** – Each participant completing all four weekly sessions will receive a completion certificate issued by The Employers Association. Those who complete all three courses in the program series, having attended all classes, will be awarded a plaque evidencing completion of the Human Resource Program Series.

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### Course Outline

#### Module I – Workers Compensation & OSHA

- OSHA Inspections & Record Keeping
- Citations / Penalties / Violations
- Accident Investigation Program
- Twelve Steps to a Safer Workplace
- Experience Modification Factor
- Loss Control Programs
- Setting up a Safety Policy
- 10 Mistakes Made Most Often
- Drug & Alcohol Policy and Testing

#### Module II – Unemployment

- The Termination Process
- Getting Evidence Admitted
- Drug Testing
- Unemployment Cost Control

#### Module III – Fair Employment Practices

- Equal Employment Opportunity Legislation
- Federal Regulatory Agencies
- What is illegal Discrimination
- Title VII
- The EEOC complaint process
- Positive Management Responses
- Sexual Harassment
- Employment At Will

#### Module IV – Remaining Union Free

- Rights of Employees
- Steps to Remaining Union Free
- Employee Complaint Procedure
- Steps to Discharge
- Employee Irritants
- Indications of an Organizing Drive
- Reasons Employees Resort to Unionization
- Counter Strategies to Card Signing
- Checklist of What Supervisors Can and Cannot Say

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