

Human Resources Professional Certificate Series



Employment Laws and HR Compliance: *A Practical Approach*

Participants will gain an understanding of the multitude of federal and state laws and regulations that govern employment and how to design programs and practices to reduce liability for their organization. The focus will be on practical advice and tools to implement to stay in compliance and strive for best practices to save their organization money, support the organization's goals and objectives, and create a safe workplace.

Topics of Discussion

- 1. Anti-Discrimination Legislation**
 - Equal Employment Opportunity Legislation – Title VII, Americans with Disabilities Act, etc.
 - The EEOC Complaint Process
 - USERRA/Military Leave
 - Harassment Investigation & Prevention
 - Federal Regulatory Agencies
 - Recordkeeping Requirements
- 2. Wage & Hour/Fair Labor Standards Act**
 - Exempt vs. Non-exempt
 - Evaluation of Job Descriptions for Exemption Status
 - Employees vs. Independent Contractors
 - Wage Deductions
 - Lilly Ledbetter Fair Pay Act
- 3. Family & Medical Leave Act**
 - Covered Employers and Eligible Employees
 - Covered Absences
 - Coordination with Other Leaves of Absence
 - Continuation of Benefits Issues
 - FMLA Case Study
- 4. Safety/Security and Workers' Compensation**
 - Handling Workers' Compensation
 - OSHA Inspections & Recordkeeping
 - Conducting Accident Investigations
 - Effective Safety Programs
 - Drug & Alcohol Policies and Testing
- 5. Other Key Legislation/State Issues**



This program has been approved for 12.0 general re-certification hours towards 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 re-certification credit. For more information about certification or re-certification please visit the HRCI homepage at www.hrci.org.

Two weekly full day sessions

February 22 & March 7
8:30 am—4:00 pm

The Employers Association Conference Center
Cost: \$390 Member Discount Rate/\$450 Standard Rate

Registration Form for

Employment Laws & HR Compliance:

A Practical Approach

Two weekly sessions

Wednesday, February 22, 2012 & Wednesday, March 7, 2012

8:30 am—4:00 pm

Conducted at:

The Employers Association Conference Center

Mail, FAX or phone your reservation to:

The Employers Association 3020 West Arrowood Road, Charlotte, NC 28273

PHONE: 704-522-8011

FAX: 704-522-8105

TODAY'S DATE: _____ COMPANY: _____

CONTACT NAME: _____

NAME: _____ NAME: _____

NAME: _____ NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

Payment:

- \$390.00 **Member Discount Rate**
- \$450.00 Standard Rate
- Please Invoice My Company
- Check Enclosed

Purchase Order # _____

(Please call if you want to use your credit card but do not feel comfortable completing this section)

- Credit Card (Please circle one) American Express MasterCard Visa

Account Number _____ V- Code _____

(see front or back of card for three/or four digit code)

Expiration Date _____

Signature _____

Address _____

(Needs to be the same as billed to)

Space is limited; therefore registrations are taken on a first-come basis. Cost includes all class material. Substitutions of participants may be made at any time; however, cancellations within five full business days of the program will be responsible for the \$30.00 cancellation fee. No-shows will be charged the full course price.