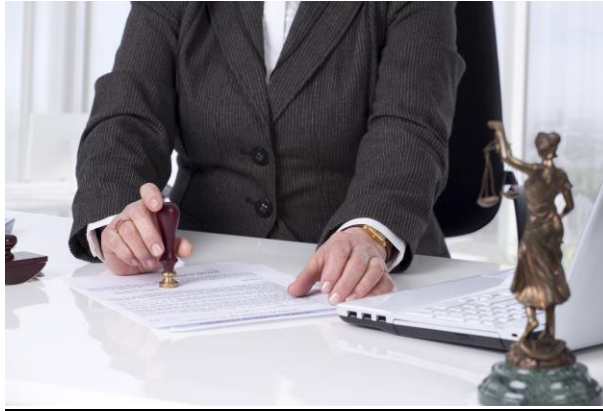


Human Resource Issues for Business Owners



Upon completion of this workshop participants will be able to understand all the major areas of potential employment related problems that could result in costly litigation and lost time.

The topics covered would be:

- Paying your employees properly
 - Employees vs. independent contractors
 - Exempt vs. non-exempt employees
 - Outside sales and inside sales exemptions
 - Rules for rest and meal breaks
 - Payroll mistakes that can cost you
- Proper hire and termination procedures
 - Required information
 - Best practices ...
- Compliance Issues
 - Discrimination Law – Title VII, ADA, ADEA, FEHA
 - Leave Law – FMLA, CFRA, PDL, Workers' Compensation, ADA/FEHA, USERRA, PFL
 - I-9
 - Wage Orders
- Risk management
 - Illness & Injury Prevention Plans
 - Required training
 - The importance of handbooks & personnel policy updates
 - Personnel file maintenance
 - Required postings
 - The value of job descriptions
 - The value of a salary structure

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