

Human Resources 4U



Your One Stop Human Resources Shop!

Martin Levy, SPHR
(909) 912-9995

www.HumanResources4U.com
hrexec@humanresources4u.com

HR4U 101 Workshop

Human Resources 4U will be offering a comprehensive one-day seminar on Human Resources for small and midsize business owners. This is not a “how to be a better manager/boss” type of seminar. This is a practical workshop that focuses on all the things you need to know to comply with California employment law and some guidance on best practices for all your employee related efforts.

Some of the topics covered will be:

Hiring and Termination	Exempt/nonexempt definitions
Employee Handbook	Rest and meal period rules
Job Descriptions	Industrial Wage Orders
Personnel filing system	Independent contractors
Record Retention guidelines	Unpaid Interns
Discipline	Salary Structures
Discrimination/Protected Categories	Linking pay to a merit system
Reasonable Accommodation	Incentive Compensation/Commission Pay
Harassment Prevention	Unemployment Insurance
Documentation	Illness & Injury Prevention Plan and Cal-OSHA
Benefit cost modeling	The 20+ Basic Leave Laws in California, overview
Employee classification traps	I-9 administration and pitfalls
Proper pay for overtime	<i>Employment law changes for 2013, review</i>

This seminar is designed to be interactive and therefore will be limited to the first seven people that sign up.

To reserve your spot, mail your payment, in full, to: Martin Levy, 2630 Peacock Place, La Verne CA 91750 and email me your contact information. All participants will receive a comprehensive binder with all the information covered plus bonus materials. Email or call me with any questions you may about the seminar.

Date: Tuesday, June 25, 2013

Time: 8 AM to 5 PM

Location: 1065 #A, Bonita Ave., La Verne CA 91750

Cost: \$345 per person