

HR Wednesdays: Three Webinars on Best Practices

Session 1: Employee Handbook and Policy Workshop, April 1, 10 a.m.-12 p.m.

Learning objectives:

- To review necessary policies for an employee handbook.
- To review the importance for policies and discuss “the reason why” behind them.
- To emphasize the importance for managers and other key staff to know the policies and procedures, and apply them consistently, in order to mitigate risk and manage employee performance.

Session 2: Family Medical Leave Act and Fair Labor Standards Act, June 3, 10 a.m.-12 p.m.

Learning objectives for FMLA:

- Identify who is eligible for FMLA.
- Understand the purposes for which FMLA can be used.
- Outline the notice and certification requirements for using FMLA leave.
- Review how using FMLA affects benefits.

Learning objectives for FLSA:

- Current requirements, including exempt/non-exempt status, payment for overtime, payment of minimum wage, and what counts as hours worked (i.e., sick time, holiday, vacation, etc.)
- Review new regulations regarding the white-collar exemptions from overtime pursuant to the FLSA.

Session 3: Effective Discipline, August 5, 10 a.m.-12 p.m.

Learning objectives:

- Take disciplinary action when a performance or work habit issue remains unsolved.
- Follow a progressive disciplinary path that is consistent with your organization’s policies.
- Document and communicate the performance problem specifically, objectively and factually.
- Respond with empathy to team member reactions to maintain their self esteem.
- Ensure the team member acknowledges performance problem and takes responsibility for solving it.
- Use the Effective Discipline Skills Points to plan and conduct a meeting with your team member.

About the Trainer – HR Consultants, Inc. (HRC), Johnstown, PA

Leading these sessions for HRC will be Brooke Contacos, a Certified Professional in Human Resources (PHR). She has been involved in a multitude of projects supporting various HR functions, and has provided extensive support for a variety of clients, including for-profit, nonprofit and governmental entities. Her prior work experience includes serving as General Manager for a manufacturing firm and as an Executive Team Leader of Human Resources for a large retailer. She holds a Bachelor’s in Marketing with a Minor in Management from Saint Francis University.

Webinar Costs and Registration

WPHDA member agency: \$75/webinar

Non-WPHDA member agency: \$100/webinar

Register for all three and receive a 10% discount: \$202.50 for members; or \$270 for non-members

Return enclosed registration form and payment by Friday, March 20.

Questions? Please contact Julie Kascal at 412.661.0591 or events@wphda.org.