

**SERC WORKSHOP
 “HUMAN RESOURCES MANAGEMENT”
 February 24-26, 2020
 Marriott Myrtle Beach, SC**

TENTATIVE TRAINING SCHEDULE

Monday and Tuesday 8:30 a.m. – 4:30 p.m.

Wednesday 8:30 a.m. – 12:00 noon

Content

- I. Employment Laws (FLSA, FMLA, ADA, E-Verify, ADA, etc.)
- II. Recordkeeping & Retention Schedule
- III. Reporting Requirements
- IV. Personnel Files (what goes in it, who sees it, what doesn't go in it)
- V. New Hire Process (job descriptions, core competencies, interviewing techniques, making an offer, notifying applicants, onboarding & orientation, performance expectations, time sheets)
- VI. Benefits (Insurance, retirement, paid leave, holidays, intersecting leave & the ADA & Workers' Comp)
- VII. Policies (EEO, harassment, anti-retaliation, conflict of interest, professional conduct, workplace violence, disability & religious accommodations, immigration law compliance, personnel policy, outside employment, drug-free workplace, smoking, attendance & compensation, COBRA, USERRA, social media & social networking, salaried exempt deductions in pay)
- VIII. Performance Management (setting performance factors, goals and measures; evaluations, performance improvement plan, individual development plan, progressive discipline, transforming toxic employees, demotions, suspensions, terminations, due process)
- IX. Helpful resources
- X. Roundtable discussion, Q&A

DAILY SCHEDULE – Training Rooms: Atlantic 7 & 8

Monday, 2/24/2020	7:30 – 8:30 a.m.	Continental Breakfast
	8:30 a.m. – 12:00 n	Sessions
	10:15 a.m.	Break
	12:00 n – 1:00 p.m.	Lunch on Your Own
	1:00 – 4:30 p.m.	Sessions
	2:45 p.m.	Break
Tuesday, 2/25/2020	7:30 – 8:30 a.m.	Continental Breakfast
	8:30 a.m. – 12:00 n	Sessions
	10:15 a.m.	Break
	12:00 n – 1:00 p.m.	Lunch on Your Own
	1:00 – 4:30 p.m.	Sessions
	2:45 p.m.	Break
Wednesday, 2/26/2020	7:30 – 8:30 a.m.	Continental Breakfast
	8:30 a.m.	Sessions
	12:00 noon	Training Ends