



HR WORKSHOPS 2017

10: 00 A.M. -12:00 P.M.

February 23, 2017

Crucial Conversations in the Workplace

City of San Bernardino Economic Development Board Room 3rd Floor
201 N. "E" St., San Bernardino, CA 92401

Workplace conflict can affect organizations every day – it leads to lost productivity, diminished morale and decreased performance. It has a negative effect on an organization's bottom line through employee absenteeism . Most employees do not know that they are responsible for resolving their own conflicts. This workshop will teach employees how to master skills to successfully resolve conflict situations and avoid future ones.

March 9, 2017

Wage and Hour

Ontario Chamber of Commerce
3200 Inland Empire Blvd., Suite 130, Ontario, CA 92395

California's Minimum wage increased this year. Join CEA for a one hour update to make sure your business meets all of the new Federal and California wage and hour laws. Attend this informative workshop to ensure that you are paying your employees properly and classifying them accurately. We will review the current laws and updates applicable to:

- Alternative weeks
- Tools and equipment, uniforms, and work-related losses
- Vacation, PTO, holidays, and sick leave
- Rules for hourly, Salary, and piece-rate pay
- Bonuses, profit-sharing plans, and tips
- Travel Time, make-up time, meal and rest periods
- Overtime and double-time wages

To Register: <https://2017humanresourceseminars.eventbrite.com>



EDUCATION



ABILITY



SKILLS



INSTRUCTION



PRACTICE

Robert A. Lovingood, Chairman, First District Supervisor | Curt Hagman, Vice-Chairman, Fourth District Supervisor
Janice Rutherford, Second District Supervisor | James C. Ramos, Third District Supervisor
Josie Gonzales, Fifth District Supervisor

Gregory C. Devereaux, Chief Executive Officer • Reg Javier, Executive Director, Workforce Development Board

April 27, 2017

Employee Handbooks: Sink or Swim

Ontario Chamber of Commerce
3200 Inland Empire Blvd., Suite 130, Ontario, CA 92395

An employee handbook is one of the most important communication tools between a company and its employees. Not only does it set forth your expectations for employees, it also describes expectations and ensures the business complies with state and federal employment laws. Attend this presentation to learn about:

- The benefits and risks of an Employee Handbook
- Essential provisions
- Policies required by State and Federal Law
- Recommended Policies such as Social Media
- What NOT to put in an Employee Handbook

May 11, 2017

Top HR Hotline Questions

High Desert America's Job Center of California
17310 Bear Valley Road, Suite 109, Victorville, CA 92395

The HR Hotline has helped thousands of employees with various employment situations. This presentation will review scenarios and their corrective methods. Geared around preventative measures business owners and managers can easily put these into place to help "Stay Out of Court" this fast paced seminar is engaging and interactive. Topics to be covered include:

- Establishing hiring ground rules
- Breaks and lunches
- Understanding CA Leave Laws
- Protected Classes
- Ensuring exempt employees are really exempt
- Harassment Avoidance

June 8, 2017

California Leave Law

City of San Bernardino Economic Development Board Room 3rd Floor
201 N. "E" St., San Bernardino, CA 92401

Managing requests from an employee for leave of absence can be overwhelming. Are they covered under State or Federal Law, or both? Is it a pregnancy leave request? What if an employee needs more time after an approved FLMA or CFRA leave?

There are over 25 leave laws that can apply to employees in California. Noncompliance can lead to severe penalties, wrongful termination claims, and ill will from employees. This training will detail which leave laws apply to your company and stay up to date on:

- Eligible employees and employee obligations
- Pregnancy Leave Laws
- Pay and Benefits during leave
- Interaction of PDL/FMLA/CFRA
- What to do when an employee requests time off
- California's FEHA and reasonable accommodation