

Employer Bootcamp

Workplace Application:

You will obtain tools to navigate the complex employment landscape of California and will learn practical skills for reducing liability.

The sessions are dedicated to help companies with operations in California's biggest obstacle course. You can take each session individually or as a series.

All sessions will cover some of California's complex and often confusing employment scenarios, including the "danger zones" where Employers may not be as savvy. Exercise your brain and tone your HR muscles so that you are able to recognize the issues that can present risks to your company.

Each session is 45 minutes and meant to build on each other but can stand on their own individually.

Session 1: Hire? Who?

Session A September 15, 2020 10:00 a.m.

- Recruiting for your company: the good, the bad and ugly of finding the right candidate
- Job Descriptions
- Interview like a champ

Session B September 17, 2020 10:00 a.m.

- Budget
- Insurance cost
- The hidden cost of hiring an employee

Session 2: You found me!! Now What?

Session A September 22, 2020 10:00 a.m.

- New hire paperwork (all the paperwork that must be completed before the first day of work)
- Company Orientation

Session B September 24, 2020 10:00 a.m.

- Employee handbook
- First day of work

Session 3: Timecards, you have a friend in me!

Session A September 29, 2020 10:00 a.m.

- What's a timecard?
- Paper vs electronic
- How to use the timecard to protect yourself

Session B October 1, 2020 10:00 a.m.

- Payroll for beginners and questions you've always had but didn't know who to ask
- How long to store the cards and when to shred?

- Liability for not having time and what you are exposed to
- Audits

Session 4: Job or Career? Which do you have?

Session A October 6, 2020 10:00 a.m.

- Review systems: when to review and how often
- What are the alternatives?
- Promotions/Demotions

Session B October 8, 2020 **2:00 p.m.**

- How to do write ups
- Incident reports
- Work Comp paperwork
- Request for time off

Session C October 13, 2020 10:00 a.m.

- Sick Leave vs vacation time
- Unpaid time off
- Make up time

Session 5: Termination October 15, 2020 10:00 a.m.

- Documentation
- Final pay
- EDD notice
- File prep/archive

Cost: \$95 per class per person or prepay 10 classes for \$750, a value of \$950

Repeat a class for \$75 per class/per person. Prepay a minimum of 5 classes for \$375, a value of \$475.

Advanced HR BOOT CAMP: A series of 1.5-hour class for employers who have the basics!

We will explore:

1. Employee benefits—regulations related to vacation, sick time, PTO etc
2. Work Comp Administration
3. Exempt and nonexempt employee classifications and how California's rules differ from the federal guidelines.
4. Leave administration—California's unique leave laws, PDL, CFRA, bone marrow/organ donation, military spousal leave, children's school leave and others. This now includes COVID!
5. Harassment and discrimination—a primer on California's protected categories and the uniqueness of handling complaints.
6. EDD paperwork for unemployment/Disability
7. DOL hearings/Conferences

Cost: \$150 per class per person or prepay all 7 modules for \$900, a value of \$1050
Repeat a classe for \$75 per class/per person. Prepay a minimum of 5 modules for \$575, a value of \$750.

Required Training for Employers with 5 or more employees

- Sexual harassment Training for Employees (1 hour)
- Sexual Harassment Training for Supervisors (2 Hours)
- Sexual harassment Training for Employees – Spanish (1 Hour)
- Sexual Harassment Training for Supervisors – Spanish (2 Hours)

Cost: Employee training - \$120 per hour plus \$5 per person for materials,
Supervisor - \$120 per hour plus \$10 per person for materials

For more information

Please email: info@TheHRFirm.com



Employer Bootcamp Registration Form



To register please complete the table below. You can:

- Sign up for individual sessions
- Sign up for **ALL** 10 sessions for a discounted rate

Date	Session	Price	Total
September 15, 2020	1A - Recruiting, Job Descriptions, Interviewing	\$95	
September 17, 2020	1B - Budgeting, Insurance, Cost of Hiring	\$95	
September 22, 2020	2A - New Hire Paperwork, Orientation	\$95	
September 24, 2020	2B - Employee Handbook, First Day of Work	\$95	
September 29, 2020	3A - What is a timecard, Paper v Electronic, Timecards as protection	\$95	
October 1, 2020	3B - Payroll for beginners, When to shred timecards, liability, audits	\$95	
October 6, 2020	4A - Reviews, Alternatives, Promotions/Demotions	\$95	
October 8, 2020	4B - Write-ups, Incident Reports, Work Comp, Time off	\$95	
October 13, 2020	4C - Sick Leave v Vacation, Unpaid Time off, Make-up Time	\$95	
October 15, 2020	5 - Termination, Documentation, Final Pay, EDD Notice, File Prep	\$95	
	All 10 Sessions!	\$750	

Boot Camp schedule:

All Sessions 10:00 - 10:45 am

Except Session 4B 2:00 - 2:45 pm

Total _____

All sessions are virtual classes

Name: _____ Company: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Credit Card #: _____ CVV: _____

Expiration Date: _____ Billing Zip Code: _____

If paying by check, only company checks will be accepted.

Registration form must be received no later than 48 hours before each session.

Day of registration will be available, space permitting, & will be assessed an additional \$15 fee.

All registrations are non-refundable. If a class is missed the registration fee can be applied to a future class.

Please mail this form with payment to The HR Firm, PO Box 5861, Ventura, CA 93005

Or, scan and email to info@TheHRFirm.com