

## Human Resources



### Developing Policies & Procedures

Is your business big enough to warrant a policy manual? Do your personnel procedures reflect best practices? Navigating the web of federal, state and company policy can be challenging at best. In this class, you gain an overview of applicable laws, learn how to draft and implement policy, process complaints, investigate complaints, write and administer procedures and more.

### Discipline and Discharge

It's one of the most difficult tasks a manager ever faces! Learn how to write discipline and discharge policies, as well as how to implement and administer such policies to ensure fairness and relative freedom from grievances and lawsuits.

### Interviewing and Hiring

Want to promote good morale? Retain good employees? Stay on the right side of discrimination law? Learn what you can and can't ask and do in an interview. Discuss best recruiting methods, how to conduct a good interview, how to hire the best qualified applicants, how to integrate new employees into the workforce to maximize retention or terminate new employees who are not fulfilling expectations or job requirements.

### Legal Compliance

Worried about complying with Federal and State laws? It's not as complicated as you think. Join us for a three-hour class on legal compliance: discrimination (EEO, ADA, ADEA, Rehab Act 1973, VEVRAA), Immigration (I-9's), Veterans Reemployment Rights, OSHA, benefits (FMLA, COBRA, HIPPA, and Worker's Compensation).

### Strategic Management in Human Resources

Increasingly, HR is called upon to prove its value to the organization by contributing to the bottom line. In this class, participants discuss methods to develop, contribute to, and support the organization's vision, mission, values, and strategic goals and objectives. The discussions will focus on formulating policy, guiding change processes, and evaluating human resource's contributions to organizational effectiveness and profitability.

### Wage and Salary Compensation

Do you know the difference between exempt and non-exempt jobs? Not sure if you're paying overtime correctly? Spend three hours discussing the Fair Labor Standards Act, job evaluations, and pay/payroll best practices and more.

**Employers, contact Beth Shanholts at 540-621-0355 or [bshanhols@baywib.org](mailto:bshanhols@baywib.org) to ensure your "Virginia Workforce Center Discount"!!**



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