

HR 101

Once participants have completed this course, they should have a thorough understanding of VSU policies and procedures and their role in ensuring compliance and implementing best practices.

Learning Objectives:

- Apply best practices to avoid charges of employment discrimination
- Understand employee benefit laws and VSU procedures in relation to Workers Compensation, Leave, FMLA, and HIPAA.
- Recruit and hire workers in a legal manner and follow standard guidelines
- Follow FLSA guidelines and VSU Classification and Compensation procedures
- Apply best practices for correcting employee performance and legal terminations
- Understand the importance of maintaining a safe work environment
- Know how to apply sound budgeting and financial practices within their level of responsibility