

# *Georgia Cemetery Association*

## Workshop Wednesdays Series

February 14<sup>th</sup>, 2018 ~ 9:00am – 11:00am

### Human Resources Topics Proposed Schedule

#### TOPIC 1 - **SECRETARY OF STATE AND GCA RESOURCE OVERVIEW**

- NEW HIRE CHECKLIST
- IMPORTANT DOCUMENTS - HR
- LICENSING
- GCA WEBSITE AS A RESOURCE

#### TOPIC 2 - **EMPLOYMENT LAWS AND RULES**

- DISCRIMINATION
- WAGE & HOUR REQUIREMENTS
- NEW HIRE REPORTING RECAP
- JURY DUTY & VOTING

#### TOPIC 3 - **HIRING AND EMPLOYMENT**

- JOB DESCRIPTIONS
- PRE-EMPLOYMENT TESTING
- ONBOARDING PRACTICES
- PRUDENT EMPLOYMENT PRACTICES
- TERMINATING EMPLOYEES

#### TOPIC 4 - **UNEMPLOYMENT**

- EMPLOYER BASICS - *THE CLAIMS PROCESS*
- SEPARATION NOTICES
- CLAIMANT ELIGIBILITY REQUIREMENTS
- DISQUALIFICATION FOR BENEFITS
- RESPONDING TO NOTICES
- COMMON EMPLOYER MISTAKES