



Human Resource Essentials

Presented by

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Dates, Locations, and Times

September 3, 2019

Yolo County Office of Education

September 4, 2019

Corona-Norco Unified School District

September 6, 2019

Tulare County Office of Education

Registration:

8:30 a.m.

Workshop Time:

9:00 a.m. to 4:00 p.m.

Client Workshop Fee:

\$325 per attendee

Nonclient Workshop Fee:

\$425 per attendee

Workshop Registration

Online through our website at
www.sscal.com/workshops.cfm

Email a completed registration form
(including purchase order or credit card) to
michelleb@sscal.com

Fax a completed registration form to
(916) 313-3298

Mail a completed registration form to
Michelle Berge, Event Coordinator
School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814

About the Workshop

Local educational agencies (LEAs) invest heavily in employee compensation (as much as 90% of General Fund revenue). Protecting the investment through retention of high-quality employees is essential in today's competitive market. LEAs cannot afford inefficiency in personnel management. Extreme shortages of certificated and classified staff are driving up the costs for recruitment. Teachers, principals, directors, and classified staff in all areas are exercising their options to move among employers, leaving experience gaps in their wake. Ensure your competitive edge to retain the most valuable resource in your LEA—highly qualified staff—by attending our Human Resource Essentials workshop. This full-day workshop focuses on essential human resource (HR) operations, including recruitment and retention as well as best practices in personnel management to minimize legal risks and protect scarce financial resources. Additionally, the workshop will cover recent changes in law in the area of employment and labor relations, proposed new laws affecting personnel management, and employee and employer rights and benefits.

Workshop Topics

- Hot topics and proposed legislation
- Current trends in labor relations
- Recruiting, hiring, retaining, and onboarding new team members in a competitive market
- Understanding employee classification, initial salary placement, and reclassification
- Diversity and inclusion; nondiscrimination in employment and workplace accommodations
- Best practices in employee supervision and evaluation and accountability
- Employee misconduct, discipline, and dismissal
- Workplace investigation basics
- Conducting HR internal audits

To bring this workshop to your district or county office, please contact
Sheila Vickers at (916) 446-7517 or sheilav@sscal.com.



Human Resource Essentials

SCHEDULED LOCATIONS, DATES, AND TIMES:

September 3, 2019—Yolo County Office of Education ■ September 4, 2019—Corona-Norco USD
September 6, 2019—Tulare County Office of Education

Registration: 8:30 a.m. ■ Program Begins: 9:00 a.m. ■ Adjourns: 4:00 p.m.

To confirm registration, please send an email to: michelleb@sscal.com

District/Organization:			Contact Person:		
Address:	City:	Zip:	Contact's Phone Number:		Extension:
Phone Number:	Fax Number:		Contact's Email Address:		

Attendee #1 Name (required):	Select Location			Attendee #3 Name (required):	Select Location		
Attendee #1 Email Address (required):	Yolo	Corona-Norco	Tulare	Attendee #3 Email Address (required):	Yolo	Corona-Norco	Tulare
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendee #2 Name (required):	Select Location			Attendee #4 Name (required):	Select Location		
Attendee #2 Email Address (required):	Yolo	Corona-Norco	Tulare	Attendee #4 Email Address (required):	Yolo	Corona-Norco	Tulare
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGISTRATION	CLIENT FEE	NONCLIENT FEE
<p>Online through our website at www.sscal.com/workshops.cfm</p> <p>Fax completed registration form (including P.O. or credit card number) to (916) 313-3298</p> <p>Email completed registration form to michelleb@sscal.com</p> <p>Mail completed registration form to Michelle Berge, Event Coordinator School Services of California, Inc., 1121 L Street, Suite 1060, Sacramento, CA 95814</p>	<p>_____ Attendee(s) @ \$325</p> <p>TOTAL: \$ _____</p>	<p>_____ Attendee(s) @ \$425</p> <p>TOTAL: \$ _____</p>

<p style="text-align: center;">PAYMENT OPTIONS</p> <p>(Note: Registration <i>will not be accepted</i> without a method of payment indicated.)</p> <p><input type="checkbox"/> Check enclosed. Make checks payable to School Services of California, Inc. Check # _____</p> <p><input type="checkbox"/> Credit card authorization—MasterCard® or Visa® only. Cardholder name: _____ Account #: _____ Exp. Date: _____</p> <p><input type="checkbox"/> Purchase order #: _____ (A fax copy of the purchase order is an acceptable form of payment.)</p>	<p style="text-align: center;">CHECK PAYMENT</p> <p>If you are prepaying by check, please mail with a copy of the registration form to:</p> <p>School Services of California, Inc. P.O. Box 516613 Los Angeles, CA 90051-0599</p> <p>Note: For faster processing, please also email or fax your registration form with a copy of the check.</p>	<p style="text-align: center;">PURCHASE ORDER/CREDIT CARD PAYMENT</p> <p>If you are paying with a credit card or have a purchase order, please fax the registration form to (916) 313-3298 or email it to michelleb@sscal.com</p> <p>Or send by mail to:</p> <p>Michelle Berge, Event Coordinator School Services of California, Inc. 1121 L Street, Suite 1060 Sacramento, CA 95814</p>
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Please Note: All cancellations received up to three weeks prior to your scheduled workshop will be charged a cancellation fee of \$105 per person (\$135 nonclients); however, if you are a client and order the materials for \$105 (\$135 nonclients), the fee will be waived. Cancellations received after 5:00 p.m. the Friday before the workshop will be charged the full workshop fee. If you have a cancellation, please email michelleb@sscal.com and you will be given a cancellation number. This number should be retained for your records. Please call Michelle Berge at (916) 446-7517 or send an email to michelleb@sscal.com if you have any questions.