

HR Rep Certificate Program 2018 Calendar-at-a-Glance

Please note that dates and topics are subject to change.

HR Rep: Benefits Basics (Course # 235000)

During this session, participants will gain a basic understanding of the benefits programs Emory offers. They will also know how to troubleshoot and escalate potential employee benefits issues.

Presenter: Tia Favors, Benefits Specialist, Human Resources

- Thursday, March 15, 2018, 1:30 pm - 4:30 pm, 1599 Clifton Road, Rm. 1D
- Thursday, May 3, 2018, 9:30 am - 12:30 pm, 1599 Clifton Road, Rm. 1D
- Thursday, August 23, 2018, 1:30 pm - 4:30 pm, 1599 Clifton Road, Rm. 1D

HR Rep: Compensation 101 (Course # 235011)

Part 1, prerequisite for Part 2

This course will review basic compensation principles and how they're applied at Emory University. Topics include how to prepare a job description and the basics of the Fair Labor Standards Act (FLSA).

Presenters: Debra R. Smith, Compensation Director and Melinda Wilson, Senior Compensation Consultant, Human Resources

- Wednesday, April 11, 2018, 10:00 am - 12:00 pm, 1599 Clifton Road, Rm. 1D
- Thursday, October 4, 2018, 10:00 am - 12:00 pm, 1599 Clifton Road, Rm. 1D

HR Rep: Compensation 102 (Course # 235012)

Part 2, must attend Part 1 before enrolling

This course will review some of the complex Compensation functions and the process used to make related decisions. Topics include how market data is used to determine the value of a job and Emory's Compensation Principles.

Presenters: Debra R. Smith, Compensation Director and Melinda Wilson, Senior Compensation Consultant, Human Resources

- Wednesday, April 18, 2018, 10:00 am - 12:00 pm, 1599 Clifton Road, Rm. 1D
- Thursday, October 18, 2018, 10:00 am - 12:00 pm, 1599 Clifton Road, Rm. 1D

HR Rep: Data Services Fundamentals (Course # 200692)

Presenter: Sherry Stodghill, Manager, Data Services, Human Resources

- Tuesday, March 13, 2018, 10:00 am -12:00 pm, 1599 Clifton Road, Rm. 1D
- Tuesday, June 12, 2018, 1:00 pm - 2:30 pm, 1599 Clifton Road, Rm 1D

HR Rep: Data Services – I9 Training (Course # 200648)

Presenter: Sherry Stodghill, Manager, Data Services, Human Resources

- Thursday, March 1, 2018, 10:00 am -11:30 am, 1599 Clifton Road, Rm. 1D
- Monday, June 11, 2018, 10:00 am - 11:30 am, 1599 Clifton Road, Rm. 1D

HR Rep: FSAP Advanced (Course # 200440)

Prerequisite: (Must complete HR Toolkit FSAP session online before enrolling for this session)

This course will explore the comprehensive services and resources offered through Emory's internal employee assistance program, the Faculty Staff Assistance Program (FSAP).

Presenter: Robin Huskey, Manager, Education and Outreach, Faculty Staff Assistance Program

- Thursday, April 26, 2018, 1:30 pm - 3:30 pm, 1599 Clifton Road, Rm. 1D
- Tuesday, August 15, 2018, 9:30 am - 11:30 am, 1599 Clifton Road, Rm. 1D

HR Rep: Workplace Flexibility: Understanding the Role of the HR Rep in a Flexible Workplace (Course # 200449)

Participants will learn about the role of the HR Rep in today's flexible workplace. The facilitator will lead a group discussion about the drivers and impact of workplace flexibility on both the individual and the organization. Participants will gain a greater understanding of characteristics that make up a flexible work environment and learn more about the various arrangements and options that can be utilized to help organizations and their employees effectively manage both work and personal responsibilities. Attendees can expect to gain insight into the prevalence and attitudes towards workplace flexibility at the university and how to address common barriers that prevent it from being successful. They will leave this class with a greater understanding of best practices and an increased awareness of resources available to help units on campus interested in creating and managing a more flexible work environment.

Presenters: Aaronnette McFarlin Jackson, Work-Life Specialist and Mary Ellen Eady, WorkLife Specialist, Human Resources

- Thursday, March 8, 2018, 10:00 am - 12:00 pm, 1599 Clifton Road, Rm.1D
- Tuesday, October 23, 2018, 10:00 am - 12:00 pm, 1599 Clifton Road, Rm.1D

HR Toolkit (Course # 200045)

This course is designed as an overview of essential human resources practices and procedures for those with human resources responsibilities in their departments. Participants will gain an understanding the components and functions of the Human Resources Division.

- Offered online only (must complete all the sessions under the course)

HR Rep: WorkLife Center Overview (Course # 235007)

This course will provide participants with an introductory overview of the programs and services housed in the Emory WorkLife Resource Center. The session will include an overview of the history of the Work-Life Initiative and the work of the Work-Life Task Force.

Presenters: Aaronnette McFarlin Jackson, Work-Life Specialist and Mary Ellen Eady, WorkLife Specialist, Human Resources

- Tuesday, May 1, 2018, 10:00 am - 11:30 am, 1599 Clifton Road, Rm. 1D
- Wednesday, September 26, 2018, 10:00 am - 11:30 am, 1599 Clifton Road, Rm. 1D

Bringing the World to Emory Basics: Hiring Foreign Nationals (Course # 235001)

This session will focus on the J-1 Exchange Visitor Program and H-1B employment; the two most common immigration statuses used for employees/visiting scholars at Emory University, as well as provide an overview of other non-immigrant statuses that allow for employment.

Presenter: Stephanie Roberts, Assistant Director, Office of International Student and Scholar Services

- Friday, January 18, 2018, 9:00 am – 12:00 pm, North Decatur Building, Suite 130
- Friday, February 9, 2018, 9:00 am – 12:00 pm, North Decatur Building, Suite 130
- Friday, March 9, 2018, 9:00 am -12:00 pm, North Decatur Building, Suite 130
- Friday, April 13, 2018, 9:00 am – 12:00 pm, North Decatur Building, Suite 130
- Friday, May 11, 2018, 9:00 am – 12:00 pm, North Decatur Building, Suite 130
- Friday, June 8, 2018, 9:00 am – 12:00 pm, North Decatur Building, Suite 130
- Friday, July 13, 2018, 9:00 am – 12:00 pm, North Decatur Building, Suite 130
- Friday, August 10, 2018, 9:00 am – 12:00 pm, North Decatur Building, Suite 130
- Friday, September 14, 2018, 9:00 am -12:00 pm, North Decatur Building, Suite 130
- Friday, October 12, 2018, 9:00 am – 12:00 pm, North Decatur Building, Suite 130
- Friday, November 9, 2018, 9:00 am – 12:00 pm , North Decatur Building, Suite 1303

Family Medical Leave Act (FMLA) Training (Course # 200464)

The Family Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. Participants will learn how FMLA provides for the continuation of group health insurance coverage under the same terms and

conditions as if the employee had not taken leave.

Presenter: Sheriece March, Employee Relations/Human Resources Associate

- Wednesday, March 7, 2018, 9:30 am - 11:30 am, 1599 Clifton Road, Rm. 1D
- Thursday, September 27, 2018, 9:30 am - 11:30 am, 1599 Clifton Road, Rm. 1D

Emergency Preparedness for HR (Course # 200652)

This class is a lecture-based presentation covering the basics of all-hazards emergency preparedness, specific to the Emory campuses and enterprise. Half of the class will be devoted to the essential topic of fire safety, and the other half will deal with the various other types of hazards/threats that may occur. Emergency notification basics and initial response actions covered for all the basic hazards (i.e., structure fire, tornado, hazardous material release, active shooter incident, etc.).

Presenters: James Zerylnick and Paul Winfrey, Operations and Training (CEPAR)

- Thursday, June 14, 2018, 10:00 am - 12:30 pm, 1599 Clifton Road, Rm. 1D
- Thursday, October 12, 2018, 10:00 am - 12:30 pm, 1599 Clifton Road, Rm. 1D