



# HR ACADEMY

Monday, November 4, 2024

7:30 - 8:30 a.m.	Registration and Breakfast Buffet
8:30 - 8:45 a.m.	Welcome and Introduction
8:45 - 9:45 a.m.	<b>Session 1 – Legal Issues (Leslie Story)</b> The Director of TASB Legal Services will provide information about common legal HR issues in schools, including contracts, nonrenewals and terminations, complaints and grievances, and prevention of legal problems.
9:45 - 10 a.m.	Break
10 - 11 a.m.	<b>Session 2 – Strategic Hiring and Staffing (Shannon Burns and Cheryl Hoover)</b> This session will introduce available tools and framework for conducting initial position analyses in your district and identify components necessary for implementing strategic hiring processes for all positions.
11 - 11:30 a.m.	<b>Member Engagement (Connecting with Others)</b>
11:30 a.m. - 12:30 p.m.	Lunch
12:30 - 1:30 p.m.	<b>Session 3 – Certification Basics (Kathy Cervantez, TASPA)</b> This session will lay the groundwork for understanding and navigating certification rules, including routes to certification, types of certificates, and assignment criteria.
1:30 - 1:40 p.m.	Break
1:40 - 2:40 p.m.	<b>Session 4 – Employee Investigations (Jennifer Barton and Nicolle Gee-Guzman)</b> This session will provide information about employee investigations, including processes and procedures, documentation, strategies to address employee behavior, mandatory reporting requirements, and the Do Not Hire Registry.

2:40 - 3 p.m.	<b>Member Engagement <i>Hot Topics Team Quiz Part 1 (tentative)</i></b>
3 - 4:00 p.m.	<p><b>Session 5 – Understanding Leave (April Mabry and Lauren Wurman)</b></p> <p>This session will provide a broad overview of leaves and point attendees to resources such as board policies and HR Services materials to help better understand employee entitlement, calculation, and administration of leaves.</p>
4 - 4:30 p.m.	<p><b>Session 6 – <i>Hot Topics Team Quiz Part 2 (tentative)</i></b></p> <p>Join in this interactive session where HR Services staff present HR-related situations in character and involve participants in determining the best way to address the issues.</p>

## Tuesday, November 5, 2024

7:30 - 8:30 a.m.	Breakfast Buffet
8:30 - 9:30 a.m.	<p><b>Session 7 – Introduction to Wage and Hour Law (Erin Kolecki and Christine Gallardo)</b></p> <p>This session will address the requirements of the Fair Labor Standards Act (FLSA) as applied to public employers, including minimum wage, understanding exemption status, and overtime pay.</p>
9:30 - 9:45 a.m.	Break
9:45 - 10:45 a.m.	<p><b>Session 8 – Compensation Practices (Zach Hobbs and Keith McLemore)</b></p> <p>This session will provide an understanding of compensation practices for determining employee pay including an overview of job market analyses, simple adjustments of pay plans, and beginning pay administration.</p>
10:45 - 11:45 a.m.	<p><b>Session 9 – Strategic HR (Amy Campbell and Karen Dooley)</b></p> <p>HR in education traditionally has focused on compliance and employment processes and transactions. This session will explain how you can lead your department to become a strategic partner to district leadership. Tools for examining current processes and strategic actions for each critical HR function will be provided.</p>
11:45 a.m. - 12 p.m.	<b>Wrap up and door prize drawing</b>