

Counties of Illinois Risk Management Agency

Human Resources

Lunch and Learn Series

A program of the Illinois Association of County Board Members | www.ilcounty.org



You asked for them and we are pleased to offer our Fall 2016 Human Resource focused seminars designed specifically for county government officials and Human Resource coordinators. The monthly luncheon series offers valuable learning and discussion about timely human resources topics conducted by CIRMA's qualified HR Consultant Donna Rogers. Join your peers in these brief and informal sessions designed to provide senior leaders and managers with insightful information to improve your county's organizational performance.

You can attend one seminar or all; you decide. Sessions will include lunch, networking and facilitated discussions.



Understanding the New Overtime Exemption Rule and All Aspects of Determining Exemption Under FLSA

September 15, 2016 • 10:00 a.m. - 1:30 p.m.

In 2014, President Obama directed the Secretary of Labor to update the overtime regulations to reflect the original intent of the Fair Labor Standards Act (FLSA), and to simplify and modernize the rules so they are easier for workers and businesses to understand and apply. The Department of Labor (DOL) has issued a final rule that will put more money in the pockets of middle class workers – or give them more free time. This rule is effective December 1, 2016. With this new rule there have been many questions regarding the existing duties tests related to overtime exemption as so many employers have previously been misqualifying the positions as exempt from overtime partly because of the difference in interpretation of the regulations. The DOL does issue opinion letters on certain positions that are questionable but not all employers know those letters exist or how to find them. This session will go in-depth about all aspects of the overtime portion of the regulation as well as touch on the other requirements such as minimum wage, child labor, hours worked and recordkeeping. Special emphasis will be focused on overtime as it relates to state and local government.

OBJECTIVES – At the close of this seminar, attendees will be able to:

- State the minimum threshold for overtime exempt employees as well as the cap for the highly compensated and what both of those dollar amounts mean
- Identify all five of the overtime exemption duties tests
- Cite what positions within county government fall under specific exemption duties tests
- Use an exemption test to determine if a position is exempt or not
- Identify positions within the local government that may need to be thoroughly reviewed before the December 1st deadline



How to Recognize and Manage FMLA Time Off

October 13, 2016 • 10:00 a.m. - 1:30 p.m.

The Family and Medical Leave Act (FMLA) was passed in 1993 and revised effective January 16, 2009. Of all federal employment laws, FMLA is one of the most popular and beneficial to employees. Employees are aware of the basic requirements of the law, but they may not realize the law provides employers with various options on how to administer FMLA. It is essential for all supervisors, in addition to the HR staff, to understand how to comply with FMLA and with the employer's own FMLA policy. Employers need to train new and retrain current supervisors on FMLA and the employer's policy so that employees receive the full and correct benefit of the law.

OBJECTIVES – At the close of this seminar, attendees will be able to:

- State what FMLA is
- Cite basic provisions of the law and the county's FMLA policy
- Understand employer coverage and employee eligibility
- Avoid actions prohibited by the law; state why it is important to recognize and analyze the interaction of the ADA, FMLA and Workers' Compensation laws
- Cite the different purposes of the three laws
- Name the enforcement authorities for each law
- Cite important areas of interplay between the three laws that employers need to consider when managing employee absenteeism
- Describe and analyze a situation in which the three laws interact



Workers' Compensation Management

November 17, 2016 • 10:00 a.m. - 1:30 p.m.

Worker's compensation is a benefit mandated by law in all 50 states. Regardless of how safe an employer may try to make its workplace, on-the-job accidents and job-related illnesses occur. Workers' compensation has become increasingly complicated and costly over the years. It is essential for all supervisors, in addition to the HR staff, to understand how to comply with workers' compensation laws. Employers need to train new and retrain current supervisors on the law and the employer's workplace safety rules so that employees receive the full and correct benefit of the law and the employer keeps its on-the-job injuries and costs as low as possible.



Objectives –

At the close of this seminar, attendees will be able to:

- State what workers' compensation is
- Describe the purpose of workers' compensation laws
- Describe the three methods of securing workers' compensation liability insurance
- Understand what injuries "arising out of and in the course of employment" means
- Cite the benefits and disadvantages for employers and employees
- Understand how there may be interaction of workers' compensation with the Americans with Disabilities Act and/or Family and Medical Leave Act
- Describe what to do when on-the-job accidents happen
- Cite ways to reduce workers' compensation injuries



Register online at www.ilcounty.org. All seminars will be held at the Northfield Inn & Conference Center, 3280 Northfield Drive, Springfield, Illinois 62702.

For more information contact Kelly Murray at 217-528-5331 or ilcounty@gmail.com.