

MODERN PERSONNEL MANAGEMENT

Larry A. Hobbs, B.S., M.B.A., SPHR

For Managers, Supervisors, Department Heads, and Owners

Review the latest word on more than fifteen human resource topics; gain insight and management skill in handling the topics listed below. Hear some things you haven't heard before and get resource handouts to take with you. Managers should "get smart" about these issues.

- Americans With Disabilities Act
- Controlling Absenteeism
- COBRA Responsibilities
- Concealed Handguns
- Drug-Free Workplace
- Employee Handbooks
- FMLA
- Polygraphs Are Legal
- Exempt/Non-Exempt Pay
- Health Insurance-HIPAA
- Independent Contractors
- I-9 Form Rules
- New-Hire Reporting Act
- Pay During Meetings
- Records Retention
- References – Tell All
- The Pregnancy Act
- Texas Payday Law
- The Texas Workforce Commission U/C
- Separation Pay
- Sexual Harassment
- Workers' Compensation
- Workplace Violence

Larry has been a long-time personnel manager, university instructor, and HR consultant. His work experience includes working for General Dynamics, the Department of Defense, and internationally in Mexico. He can be contacted at (210) 316-4206.