



HR Fundamentals

The Building Blocks of Success

If you talk to any group of HR professionals, you will quickly learn that there is never a dull moment in HR. The question that employees with HR responsibilities often face is how to meet a continuous onslaught of competing demands in a competent and efficient manner. While there is no single right answer to that question, one thing is certain. Time spent building your skillset through participation in practical training solutions will better prepare you for the many HR challenges you face!

Hawaii Employers Council's **HR Fundamentals** series is an ideal skill-building tool for entry to mid-level HR practitioners, HR generalists being groomed to assume additional HR responsibilities, and operational managers with HR responsibilities. The 2017 series combines essential HR compliance topics with sessions related to competencies critical to your success as an HR practitioner. These programs will ensure participants have the proper knowledge and level of confidence needed to address the most pressing workplace issues.

Sign-up today for this "can't miss" series that starts on Thursday, May 18th. Session topics include:

- **Current Legal and Regulatory Landscape in Workplace Law: Equal Employment Opportunity, Privacy and More** | May 18
- **Understanding and Managing Family Leave** | May 25
- **Effective Performance Discipline and Documentation** | June 8
- **Nuts and Bolts of Wage and Hour Law** | June 22
- **Personal Competency Builder 1: Build Trust, Credibility and Respect** | July 13
- **Personal Competency Builder 2: Communicating with Diplomacy and Tact** | July 27

Participants who complete the entire series will receive an **HR Fundamentals Certificate of Completion** – demonstrating that they've done the hard work required to build their practitioner toolkit in 2017!

Limited Enrollment – Register Now!

<http://www.hecouncil.org>

Hawaii Employers Council ~ 2682 Waiwai Loop ~ Honolulu HI 96819

Phone: 836-1511



HR Professionals

Building the Next Level of Leadership

SAVE THE DATE!

Targeting those professionals that already possess the knowledge and skills covered in HR Fundamentals, HEC is pleased to announce a course series focused on expanding mid-to senior-level competence in several HR areas later this year. Topics covered will include:

- **Complexities and Interactions of the ADA, FMLA, WC, and TDI** | August 17, 2017, 8:30 – 11:30 a.m.
- **Executive Coaching as an Essential Leadership Skill** | August 31, 2017, 8:30 – 11:30 a.m.
- **Compensation and Benefits (Total Rewards) Strategies** | September 14, 2017, 8:30 a.m. – 11:30 a.m.
- **Creating a Culture of Accountability** | September 28, 2017, 8:30 – 12:00 p.m.

More information to follow!

May 18, 2017

8:30 to 11:30

***Current Legal and Regulatory Landscape in Workplace Law:
Equal Employment Opportunity, Privacy and More***

To start this series, *Wayne S. Yoshigai* and *Christy Gray* will provide HR professionals with an introduction to the “alphabet soup” of federal and Hawaii workplace laws, regulations and agencies. Then they’ll provide an update of EEO and privacy laws with emphasis on sexual harassment, immigration, drug testing/medical marijuana and social media issues. Learn how developments in Washington DC and our state capitol will impact everyday personnel issues.

About our Speakers



Wayne S. Yoshigai has practiced management employment and labor law in Hawaii for nearly 30 years. He has been recognized by *Best Lawyers in America* for his work in the practice areas of Employment Law-Management, Labor Law-Management, and Litigation-Labor and Employment. Mr. Yoshigai regularly represents Hawaii and national employers in administrative and judicial proceedings, including mediation and arbitration in union and non-union settings and litigation in federal and state courts, in all aspects of workplace law. He specializes in the day-to-day management of complex employment situations.



Christian "Christy" P. Gray's practice focuses on employment litigation on behalf of management as well as advice and counsel on a wide array of employment law issues. Ms. Gray represents employers in state and federal court, arbitrations, mediations and before administrative agencies such as the Equal Employment Opportunity Commission, the Hawaii Civil Rights Commission and the Department of Labor and Industrial Relations, in all aspects of workplace law, including harassment, discrimination, wrongful termination, retaliation, whistleblower matters, unemployment insurance matters as well as breach of contract and tort claims.

May 25, 2017

8:30 to 11:30

Understanding and Managing Family Leave

Family leave laws have the purpose of balancing work and family life, while promoting the economic security and integrity of families. While family leave administration requires an understanding of these complex laws, communication is key to meeting its intended purpose.

HEC is pleased to have *Jefferson Caparas and Min Kirk*, U.S. Department of Labor, and *Pamela Martin*, Hawaii Department of Labor and Industrial Relations present an overview of the Family and Medical Leave Act (FMLA) and Hawaii Family Leave Law (HFLL):

- Employer Coverage and Employee Eligibility
- Qualifying Reasons for Leave
- Amount of Leave
- Employer Rights and Responsibilities
- Employee Rights and Responsibilities
- Military Family Leave Provisions

Private-sector employers that have at least 50 employees are covered by the FMLA, as well as public employers, and educational institutions. Employers that have 100 or more employees working in the state of Hawaii must comply with the HFLL.

About our Speakers



Jefferson Caparas joined the U.S. Department of Labor as a Wage and Hour Investigator in 2009 conducting compliance under many federal regulations such as the Fair Labor Standards Act (FLSA), Davis Bacon Act (DBA), Service Contract Act (SCA), Migrant and Seasonal Workers Protection Act (MSWPA), FMLA, and H-2A Visa Program (H2A). He has provided compliance assistance to various community organizations in Hawaii and worked with various Federal and State agencies and non-governmental agencies to address wage issues.

Mr. Caparas has also worked in the private sector doing quality control and research and development in chemistry, and in the real estate industry as a real estate agent.



Min Kirk is the Assistant District Director at the U.S. Department of Labor, Wage and Hour Division, Honolulu District Office. Ms. Kirk joined the Wage and Hour Division as an investigator in 2003 where she conducted many complex investigations relating to FLSA, FMLA, H-2A, H-1B, DBA, SCA and MSPA enforcement programs and represented the Division in many community outreach events.

With her knowledge and experience in government contract statutes, Ms. Kirk was promoted to be Senior Investigative Advisor in 2009, where her main responsibility was to lead project investigations related to the American Reinvestment and Recovery Act (ARRA) along with the mentoring of other investigators working on these cases. In 2010, Ms. Kirk was selected as the Assistant District Director of the Honolulu District Office.

2017 HR Fundamentals – The Building Blocks of Success

Ms. Kirk has also worked in the private sector as Director of Human Resources for a large corporation in the garment industry in Saipan, CNMI. She grew up in China where she received her law degree and is fluent in both the Mandarin and Cantonese dialects.



Pamela Martin is the Administrator of the Wage Standards Division at the Hawaii Department of Labor and Industrial Relations.

June 8, 2017

8:30 to 11:30

Effective Performance Discipline and Documentation

Failure to address and correct performance or behavior problems often adversely affects the morale and productivity of other employees and the success of the company. It also sends a message that the organization is not serious about its performance and behavior standards.

Of all the employment-related decisions supervisors must make, discipline decisions can be among the most difficult, unpleasant, and potentially costly. An ill-conceived or poorly executed disciplinary action can expose the organization to claims such as discrimination, retaliation, and wrongful discharge, and claims may be brought against the supervisor as well.

So how can employers minimize their exposure when moving through disciplinary action?

This class will prepare you to navigate these scenarios by understanding the legal risks in disciplining employees. You will also learn practical strategies such as complying with the elements of just cause (even for a non-union employer), strategies for preparing the discipline notice, and what to do when an employee makes a complaint just before being disciplined. Knowing that the risk remains even after discipline, we will examine related issues such as unemployment claims, EPLI, responding to EEOC/HCRC charges, and mediation.

The steps you take, or fail to take, in these situations are critical if and when litigation ensues. You won't want to miss this workshop's comprehensive review of the principles and practices of sound discipline and documentation!

About our Speaker



Christopher Yeh, Esq. is a partner at Marr Jones & Wang. He practices in all aspects of labor and employment law, advises companies on a wide range of employment matters, and has successfully represented employers in proceedings before private arbitrators as well as the state and federal courts in Hawaii, Hawaii Civil Rights Commission, Equal Employment Opportunity Commission, National Labor Relations Board, and Hawaii Department of Labor and Industrial Relations.

Mr. Yeh has taught at both Hawaii Pacific University and the University of Hawaii William S. Richardson School of Law. He is a graduate of Harvard University and Harvard Law School. Mr. Yeh has been recognized in *The Best Lawyers in America*, the *Chambers USA* directory *America's Leading Lawyers for Business*, and *Super Lawyers*.

June 22, 2017

8:30 to 11:30

The Nuts and Bolts of Wage and Hour Law

Do your company's pay practices conform to the requirements of wage and hour law? Want to learn more about how to avoid common pitfalls that challenge employers? HEC is pleased to welcome *Joe Ernst* and *Kendra Kawai* with Torkildson, Katz, Moore, Hetherington & Harris for a morning program covering topics including:

- Exempt Employees v. Non-Exempt Employees: How do you determine whether a position is properly classified as exempt under the Fair Labor Standards Act? Our speakers will discuss the white-collar exemption tests and provide a brief update on how the Trump Administration might handle enforcement of new salary test regulations promulgated during the Obama Administration.
- Compensable Time for Non-Exempt Employees: Learn when and how non-exempt employees must be compensated for travel, training, changing clothes, meal, rest and nursing mother breaks, on-call or standby time, etc. Information on FLSA timekeeping and rounding practices will also be shared.
- Calculating Regular Rates of Pay and Overtime Pay: Learn how to calculate the regular rate of pay for overtime purposes in varying circumstances, including where non-exempt employees are paid a salary, work at two or more different rates, or receive premium pay, night differentials, hazard pay, bonuses, commissions, gifts, awards, or other payments.

About our Speakers



Joseph A. Ernst, Esq. is a director of the firm's employment law department. His practice involves counseling and defending employers in all aspects of employment law, including defense of wrongful discharge, discrimination, harassment, whistleblower, and retaliation claims. He also assists clients with employer compliance with state and federal employment and labor laws.



Kendra K. Kawai, Esq. is a director in the labor and employment department of the firm. She has extensive trial experience and regularly defends small and large employers in discrimination, harassment and disability cases at the administrative, state and federal levels. She also provides employers with guidance on wage and hour compliance issues and evaluates and updates employee handbooks.

July 13, 2017

8:30 to 11:30

*Due to the Rail Construction Project, the new location for this session is:
Honolulu Country Club*

Personal Competency Builder 1: Build Trust, Credibility, and Respect

Statistics report that a staggering 40% of employees lack trust in their employer and manager, which leads to a sense of uncertainty, insecurity, and worry that creates a barrier to effective performance in the work environment.

In this session participants learn tools and tips to help build solid relationships of trust and respect in and outside of the organization and restore trust in the workplace. In addition, participants will also learn the importance of building credibility, which is a key personal competency for effective leadership and navigation.

At the completion of the session, participants will:

- Understand the relationship between trust, credibility, and respect
- Minimize trust-busters and restore broken trust
- Apply principles to cultivate a trust-based work environment
- Further develop their professionalism and interpersonal skills

About our Speaker



Jan Kaeo is the president and CEO of Dale Carnegie Training – Hawaii and Guam. Jan has over 25 years of local business experience helping to develop people to perform at a higher level and to teams and organizations to move from good to great. Jan graduated from Maryknoll High School and has a BBA in Accounting and BA in Speech from the University of Hawaii at Manoa. In addition, she has earned a Certificate in Organizational Development from the University of Central Missouri and is a Certified Trainer for Dale Carnegie curricula.

July 27, 2017

8:30 to 11:30

*Due to the Rail Construction Project, the new location for this session is:
Honolulu Country Club*

Personal Competency Builder 2: Communicate with Diplomacy and Tact

Not only does the ability to communicate with diplomacy and tact improve your leadership skills, but it is also extremely critical in helping you properly deliver your message, manage change, negotiate and compromise, resolve conflicts, gain consensus and collaboration, and create a cohesive team.

Research has indicated that one of five emotional intelligence competencies that successful professionals employ is called “social skills and political correctness.” This competency is important in all areas of life and is a key personal competency for building and managing relationships.

At the completion of the session, participants will be able to:

- Respond to difficult situations in a confident, diplomatic, and tactful way
- Give and receive feedback without eliciting negative emotions
- Apply mediation techniques to find common ground among opposing viewpoints
- Learn conflict resolution skills which helps create harmony in stressful interpersonal situations
- See situations from multiple points of view and be mindful of how actions can have an impact on others

About our Speaker



Jan Kaeo is the president and CEO of Dale Carnegie Training – Hawaii and Guam. Jan has over 25 years of local business experience helping to develop people to perform at a higher level and to teams and organizations to move from good to great. Jan graduated from Maryknoll High School and has a BBA in Accounting and BA in Speech from the University of Hawaii at Manoa. In addition, she has earned a Certificate in Organizational Development from the University of Central Missouri and is a Certified Trainer for Dale Carnegie curricula.

**2017 HR Fundamentals: The Building Blocks of Success
Hawaii Employers Council – Kahili Meeting Room**

Please use a separate form for each person to be registered. Please complete the entire form.

Name: _____ Email: _____

Company: _____ Title: _____

Address: _____
Street / P.O. Box City State Zip

Telephone: _____ Fax: _____

Special Arrangements Requests: (e.g. front seat, etc.) _____

Authorized by: _____ Title: _____

Start time for all sessions is: 8:30 a.m. to 11:30 a.m.
(Registration begins 15 minutes before start time.)

- Current Legal and Regulatory Landscape in Workplace Law:
Equal Employment Opportunity, Privacy and More**
Thursday, May 18, 2017 – Hawaii Employers Council
- Understanding and Managing Family Leave**
Thursday, May 25, 2017 – Hawaii Employers Council
- Effective Performance Discipline and Documentation**
Thursday, June 8, 2017 – Hawaii Employers Council
- Nuts and Bolts of Wage and Hour Law**
Thursday, June 22, 2017 – Hawaii Employers Council
- Personal Competency Builder 1: Build Trust, Credibility and Respect**
Thursday, July 13, 2017 - Honolulu Country Club
- Personal Competency Builder 2: Communicating with Diplomacy
and Tact**
Thursday, July 27, 2017 – Honolulu Country Club

Payment:

\$_____ Check payable to Hawaii Employers Council

Charge to Master Card Visa
 American Express Discover

Account Number _____ Exp. Date _____

3 Digit Security Code _____ (found on back of card in signature area)

Name on the charge card _____

Cardholder Billing Address _____

City _____ Zip _____

Register for individual sessions or
for the entire series.

Cost per participant per session:
\$ 80 – Oahu Members
\$ 40 – Neighbor Island Members
\$150 – Non-Members

*Receive a 20% discount by
registering for the entire Series
(total of 6 sessions; discount
taken from the total payment).*

**NO ADDITIONAL DISCOUNT
for our neighbor island members.**

Cancellations made seven
calendar days prior to the event
will be fully refunded. A service
charge of \$25 will be made for
cancellations made up to the day
before the event. *While
substitutions are permitted, NO
cancellations, credits or refunds will
be made on the day of the event.*

Mail form with payment to:

*Victoria Tasaka
Hawaii Employers Council
P.O. Box 29699
Honolulu HI 96820-2099
Fax: 808-833-6731
(for payment with credit card)*

**For information on
registration call:**

*Victoria Tasaka at 440-8888
or email at vtasaka@hecouncil.org*