

*Webinar on*

# **3 Essential Webinars On Employee Classification, Document Misconducting, Policies And Procedures**

# Webinar Description

3 webinars mentioned below clearly explain the following things: Employees classifications, policies, and procedures of the documentation and document misconducting, establishing and managing quality teams in multiple locations.

The webinar format is 1-1.5 hours of audio-visual presentation, including a brief Q&A session.

This webinar bundle includes below 3 recorded webinars:

**Employee Classification - Exempt or Non-exempt**

**Documenting Misconduct that Will Stand Up in Court**

**“Virtual Team” – How to Manage People Effectively in Multiple Locations**



# Employee Classification - Exempt or Non-exempt

Presented by Lisa Smith

The misclassification of employees has been a hot topic with the IRS and the Wage and Hour Department (DOL) for years. Efforts to identify and audit employers who deny proper minimum wage and overtime protections due to the misclassification of workers as minimum wage and overtime exempt have been greatly increased. The Questionable Employment Tax Practices Initiative (QETP) is a little-known program that can trigger multiple audits to one employer - simultaneously. The IRS and the Department of Labor have made their positions very clear that employers who do not pay employees all wages due risk heavy fines and penalties.



# Documenting Misconduct that Will Stand Up in Court

Presented by Susan Fahey Desmond

As a labor and employment law attorney, you are always reviewing documentation that supports your client's version of what happened. As a human resource professional, you look at documentation so that you can approve a termination recommended by the supervisor. But as a supervisor, your focus is usually more on getting production done, and you "forget" to document that you had to tell a subordinate three times to do a task. You put off doing those performance appraisals. What are they used for anyway? And, as a supervisor, you are often documenting misconduct or performance issues of someone you once worked side by side. Is documentation easy? No. Is it critical? Yes. But how do you do it right?



# “Virtual Team” – How to Manage People Effectively in Multiple Locations

Presented by Chris Devany

This is a unique opportunity to fine-tune your off-site management skills in an environment where you don't have to worry about making a costly mistake. This is your chance to master proven-effective strategies that you can put to work immediately. Every manager knows that the best - and fastest - way to learn a new skill is through practice. That's why we've packed this hard-hitting workshop with powerful exercises . . . models and case studies specifically designed for managers of multiple locations.

As enterprises have been growing far and wide, often international in scope, we find ourselves as executives and managers with our talent spread farther and farther, often at dozens and hundreds of locations. How do we 'get a better handle' on all this?



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