<p align="center">HR 62 Course Outline as of Spring 2010</p>

CATALOG INFORMATION

Dept and Nbr: HR 62   Title: HR RECORDS ADMIN
Full Title: Human Resource Records Administration
Last Reviewed: 12/11/2017

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50		Lab Scheduled	0	4	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	0.50		Contact Total	8.75
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50   Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: HR 65.3

Catalog Description:
Fundamentals of labor and employment records administration according to California and Federal laws. Topics include creating a legally compliant record keeping system which addresses issues of confidentiality, correct filing, record retention, and document posting. Regulations regarding recordkeeping are discussed in-depth, including regulations on leaves of absence, wage and hour, safety, benefits, and privacy.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Fundamentals of labor and employment records administration according to California and Federal laws. Topics include creating a legally compliant record keeping system which addresses issues of confidentiality, correct filing, record retention, and document posting. Regulations regarding recordkeeping are discussed in-depth, including regulations on leaves of

absence, wage and hour, safety, benefits, and privacy. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Spring 1996	Inactive:
UC Transfer:		Effective:		Inactive:

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:
1. Describe and apply privacy requirements stipulated by Family Medical Leave Act (FMLA), American's with Disabilities Act (ADA), California regulations, Health Insurance Portability and Accountability Act (HIPAA), and related laws.
2. Identify which California and Federal regulations have recordkeeping components and how those regulations impact personnel files.
3. Develop policies and procedures regarding access to employment documents.
4. Describe which employment records must be retained, where they must be retained, and for how long they must be retained.
5. Complete an audit of an employer's employment posters; determine any compliance issues and resolve them by identifying the correct posters.

Topics and Scope:

I.   Confidentiality & Access of Employment Files
 A. Privacy Requirements and Legal Implications
 B. Access to Records by Management, Employees, and Auditors
 C. Review of Sample Personnel Policy on Record Administration
II.   Organization of Employee Records
 A. Work Related Records
 B. Medical Records
 C. Personal/Financial Records
III.   Hiring and Subject Files
 A. Recruitment Records
 B. Investigation Records
 C. Payroll Records

IV.   Record Retention
 A. California State Requirements
 B. Federal Requirements
V.   Immigration/Citizenship Records
 A. I-9 Requirements
 B. Record Identification Process
 C. Legal Implications
VI.   Equal Employment Opportunity (EEO) and Vets-100 Requirements
 A. EEO-1 Reports
 B. Vets-100 Reports
 C. Employee Identification Process
 D. Applicant Identification Process
VII. Safety Records
 A. Occupational Safety and Health Administration (OSHA) and Cal-OSHA Requirements
 B. Written Safety Programs
 C. Workers Compensation Documentation
 D. Legal Implications
VIII. Consolidated Omnibus Budget Reconciliation Act (COBRA) and Cal-COBRA
 A. Required Notices
 B. Mandated Time Lines and Procedures
IX. Employee Retirement Income Security Act (ERISA) Requirements
X.   HIPAA Notices
 A. Medical Information Privacy Requirements
 B. Continuation of Coverage Requirements
XI. Employment Posters
 A. California State Requirements
 B. Federal Requirements

Assignment:

1.Develop a policy that defines access and privacy requirements of employment documents.
2.Develop a template that identifies typical employment documents and correctly places them in the appropriate files.
3.Complete four multiple choice exams.
4.Read weekly text assignments of approximately 10 pages and participate in weekly on-line chat groups that   discuss the assignment.
5.Prepare and conduct an audit of an actual employer's posters; submit a summary of results.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Write a paper that develops a policy on access and privacy	Writing 20 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Submit a summary of a poster audit.	Problem solving 10 - 20%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Develop a template of employment documents	Skill Demonstrations 20 - 30%

Exams: All forms of formal testing, other than skill performance exams.

Complete weekly quizzes covering reading materials	Exams 20 - 40%

Other: Includes any assessment tools that do not logically fit into the above categories.

Participate in online class discussion	Other Category 10 - 20%

Representative Textbooks and Materials:
Instructor prepared materials
California Chamber of Commerce publication: Labor Law Digest (2008)