

NEWS RELEASE

For Northwest Iowa Distribution



Iowa Workforce Development

For Immediate Release
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Human Resource Audits: Record-Keeping & Documentation

ALGONA, IOWA – The Kossuth County Employers' Council (ECI) will be meeting on Wednesday, October 5, 2005 from 9:00 am to 12 noon at the Kossuth County Courthouse Assembly Room in Algona to learn how to prepare for Human Resource Audits: Record-keeping & Documentation. All employers, human resource personnel and payroll staff are invited to attend. A certificate of attendance will be available for SHRM recertification purposes.

Pre-registration is requested by Monday, October 3, 2005 to Paula Seely, 515-295-4602 or seelyp@mercyhealth.com. There will be a registration fee of \$10.00. The Kossuth County Courthouse is located at 114 West State Street in Algona.

This human resource audits training session is designed for both new and veteran human resource professionals. With changes in the law and court interpretations of the law, periodic reviews of human resource forms, policies and procedures are critical to ensure compliance with the law. Human resource audits also help keep companies on the cutting edge of human resource administration. This training will provide staff with the necessary roadmap to efficiently audit company practices. Topic discussion will include:

- What is a human resource audit? Voluntary Audits—how to avoid problems.
- How job descriptions, the hiring process, employee handbooks and performance evaluations are crucial tools in the human resource audit.
- Effective documentation and accurate record-keeping (payroll, timesheets, authorizations).
- Discipline and Termination—progressive discipline, employment at will, issues in termination, documenting termination decisions and the meeting.

Barbara Tapscott, Iowa Workforce Development Employment Law Attorney, will be returning to Kossuth ECI to be the presenter for this training session. She is a frequent trainer and speaker for business groups across Iowa. Barbara is an attorney specializing in employment and labor law. She recently left private practice where she counseled employers on wage and hour, and other employment and labor issues, to join Iowa Workforce Development in June of 2004. She has bachelor and master's degrees from Iowa State University in journalism and mass communications, and received her law degree from George Washington University School of Law in Washington, D.C.

The Kossuth County Employers' Council is a local employer group supported by Iowa Workforce Development Region 3, and is part of the statewide Employers' Council of Iowa system. This employer's group addresses workforce issues, and provides both educational and networking opportunities for employers and human resource professionals. Contact Carol Morgan at (712) 262-1971 x 126 for questions about this training session or about Kossuth County ECI.

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