

**CATALOG INFORMATION**

HR 62     Human Resource Records Administration     Units: 0.50

**Catalog Description:**

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

**COURSE CONTENT**

**Student Learning Outcomes:**

Upon completion of this course students will be able to:

1. Apply California and Federal regulations to employment records.
2. Create a compliant and efficient employment recordkeeping system.

**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 employment records.
3. Develop effective 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.

**Topics and Scope:** Confidentiality & Access of Employment Files

- A. Privacy Requirements and Legal Implications
- B. Access to Records by Management, Employees, and Auditors
- 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 and Record Keeping Systems

- A. California State Requirements
- B. Federal Requirements
- C. Technological Options (Cloud, Software, Hardware)