



1224 West Owens Avenue, Bismarck, ND 58501-1385

Phone: 1-800-932-8791 – Fax: 701.258.7992

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HUMAN RESOURCES I SYLLABUS

Instructor: Robin Hill, Retired HR Director West Fargo Public Schools

Phone: (701) 261-2064 Email: arnthill@live.com

Date: October 26, 2022; 9:00 AM – 12:30 PM

Location: Bismarck Hotel and Conference Center, 800 S. 3rd St., Bismarck

COURSE DESCRIPTION

Course covers pertinent information on the hiring, compensation, and investigation of district employees. It provides guidance on the staffing process, creating job descriptions, posting job openings, veterans preference, interviewing potential candidates, conducting reference checks, the Fair Labor Standards Act (FLSA), overtime, ND Labor laws, personnel file requirements, responding to investigations, and open record laws.

COURSE GOALS

This course will be organized into three sessions.

Session I. Staffing Process: Recruitment and Selection

- Job Descriptions & Posting Job Openings
- Veteran's Preference
- Online Job Applications
- Hiring Teams, Interviewing
- Legal Considerations
- Reference Checks, and Final Selection

Session II. The Employment Relationship: Labor Laws

- Fair Labor Standards Act Overview
- Exempt vs. Nonexempt
- Salary Basis Test & Duties Test
- Overtime
- ND Labor Law

Session III: Personnel Files & Investigations

- Open records law
- Personnel file requirements
- Confidential and Exempt documents
- Complaints & Investigations
- Document retention issues

Required Reading

Reading assignments to be completed before the class meeting:

- [HR Reference Guide - Final Document for 2022.pdf \(hrndgov.org\)](#)
 - Chapter 1 – Sections on open meetings, open records and confidentiality of personnel records
 - Chapter 2 – Recruitment & Selection
 - Chapter 3 – Sections on Compensation and Fair Labor Standards Act
 - Chapter 4 – Sections on Employment Discrimination and Grievance
- The North Dakota Human Rights Law: [North Dakota Century Code t14c02.4 \(ndlegis.gov\)](#)

Websites for Reference

- Veteran's Preference: [State Employment Resources | ND Department of Veterans Affairs](#)
- North Dakota Department of Labor: [Home | Department of Labor and Human Rights](#)
- U.S. Equal Employment Opportunity Commission: [Home | U.S. Equal Employment Opportunity Commission \(eoc.gov\)](#)
- U.S. Department of Labor: [Home | U.S. Department of Labor \(dol.gov\)](#)
- American Association of School Personnel Administrators: [Home | AASPA](#)
- Society for Human Resources Management: [SHRM - The Voice of All Things Work](#)
- O*NET OnLine: [O*NET OnLine \(onetonline.org\)](#)
 - This website has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals.

DESCRIPTION OF ASSIGNMENT AND FINAL EXAM

- Preparation for Class on October 26:
 - Your District's Teacher Negotiated Agreement and Employee Manuals - Please be able to access them.
 - The required reading assignments listed above. Please review these prior to class.
- Writing assignments: The instructor will provide you with two writing assignments at the class meeting. Your completed assignments must be returned via email to arnthill@live.com by November 30, 2022
- The final exam for this class will be 25 multiple choice questions, which will be administered via online format. The instructor will provide you with guidance on this final exam during class. Your completed exam will be due on November 30, 2022

GRADES

Grades will be calculated on a 100-point scale and based on the following: preparation and class participation 25 points, two written assignments for 25 points each, and 25 points for the final multiple-choice assessment. The grading scale is as follows:

- **85 – 100 = Mastery (M):** Student has completed proficient work on all course objectives and advanced work on some objectives.



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- **60 – 84 = Proficient (P):** Student has completed proficient work on the majority of and/or most important objectives, although not on all objectives. Students must receive at least a proficient to pass a course.
- **00 – 59 = Developing (D):** Student is missing a majority of and/or important objectives and is consequently at significant risk of failing the next related course or being unable to perform the skills covered in the course. Students who receive this designation will be required to retake the course.

ACADEMIC INTEGRITY

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion (as defined in the NDSBMCP Student Handbook) and is prohibited. Academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor. The instructor may reflect the incident of dishonesty in the student's grade. If the student has a grievance related to this action, that grievance may be filed in accordance with the NDSBMCP grading grievance procedure. Alternatively, the instructor may refer the case as a disciplinary matter to the NDSBA Executive Director, who is authorized to take disciplinary action, which may include, but not be limited to, withholding course credit, suspending participation in the program, or permanently removing the individual from the program. Prior to making a disciplinary decision, the NDSBA Executive Director will meet with the student, provide a detailed list of charges against them, the corroborating evidence, and offer them an opportunity to respond.

DISABILITY SERVICES

Services will, to the extent feasible, be provided for students with temporary or permanent disabilities. Accommodations and services will be based on the individual student's disability-based need. Students with a disability need should contact patty.verdouw@ndsba.org one week prior to the class meeting date to request accommodations.

ATTENDANCE

Attendance and participation in class activities are considered integral parts of certification. Since this course meets for only a few hours, attendance is expected of all students. Attendance and, if applicable, participation will significantly impact grading.

LATE ASSIGNMENTS

Late assignments will only be accepted under to extreme circumstances as determined by the instructor on a case-by-case basis. All assignments must be completed and graded by the grade reporting deadline.

CLASS CANCELLATION

If a course is cancelled, NDSBA will attempt to notify students via email three days prior to the scheduled class date. In the event of a cancellation, instructors may post video lectures online for students to access or may reschedule the class meeting date. NDSBA will inform students of the make-up arrangements for a cancelled class.

