

## Managing Leave, Compensation & Payroll

Effective leadership includes the ability to maintain the integrity of department work activities and promote ethical actions using sound fiscal compensation practices while following HCC policy. This course explores HCC compensation philosophy and payroll processes, examines the supervisor's role in balancing employee needs with department goals, and reviews HCC policy on employee leave, including vacation, personal, medical and other allowable absences. In this interactive session led by HCC Compensation, Benefits, and Human Resources Information System (HRIS) staff, managers review examples of common compensation concerns and use scenarios to test their understanding of the Fair Labor Standards Act (FLSA), Family & Medical Leave Act (FMLA), and Uniformed Services Employment and Re-employment Act (USERRA).

### Learning Outcomes:

At the completion of the course, the learner should be able to:

- Define HCC compensation philosophy, identify pay categories, purpose and rationale for position descriptions and the general method in which position grade levels are assigned
- Identify situations where it is appropriate to consider reevaluating positions and the process to do so.
- Identify manager responsibility for maintaining the integrity of staff work practices, follow ethical fiscal practices and HCC compensation policy
- Describe HCC pay processes and the interrelationship of the department, compensation, and payroll to ensure timely pay
- Correctly apply provisions of the Fair Labor Standards Act (FLSA), HCC policy on non-exempt employment, and overtime situations to correctly report and approve overtime
- Ensure accuracy and integrity in department time reporting following HCC policies and procedures
- Identify leave situations covered by Family Medical and Leave Act (FMLA) and the Uniformed Services Employment and Re-employment Act (USERRA) and handle them according to HCC policy and procedure

**Who Should Attend?** Required for all College Leadership Program (CLP) enrollees  
Recommended for all HCC supervisors, managers, department chairs, and other administrators

**Length:** 6 hours

**Program:** College Leadership Program (CLP) – Required course

**Sponsored By:** Employee Learning and Organizational Development (ELOD)

**Course Number:** WP6515

**Registration:** Register online via @ Your Service. To log in, from the HCC District Home Page, click on Faculty & Staff > @ Your Service > @ Your Service Login  
Once inside @ Your Service, go to Training and Development Home > Request Training Enrollment > Search by Course Number > Enter WP6515.

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