

THE NUTS AND BOLTS of HUMAN RESOURCES:

What Every Organization Should Know About Establishing An HR Department

By

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- What are the legal differences between **CONTRACTS** and **POLICIES** and when should each be used?
- How do you write **HANDBOOKS** so they **UNTIE** an employer's hands rather than binding them?
- What is "**PROMISSORY ESTOPPEL**" ... and what should HR be doing to protect the company?
- What **CONTRACT** should HR have **EVERY EMPLOYEE** sign as a condition of employment?
- What is an "**INVENTORY CONTROL AGREEMENT**," a "**SALARIED WAGE AGREEMENT**," and a "**DEFAMATION RELEASE AGREEMENT**" ... and what should HR be doing with them?
- What should HR be doing about employees **RECORDING THEIR SUPERVISORS**?
- How can you ensure that employees cooperate in your **WORKPLACE INVESTIGATIONS**?
- How can a "**VOLUNTARY ABANDONMENT CLAUSE**" in your handbook save you thousands of dollars in Workers' Compensation costs?
- How can your "Substance Abuse Policy" help you manage the **FMLA**?
- What "**SUPPLEMENT QUESTIONNAIRE**" should HR include with its **MEDICAL CERTIFICATIONS**?

...and **MUCH, MUCH** more...

Join Scott Warrick, one of Ohio's most popular speakers, as he clearly shows you the essential elements that need to be included when establishing an proper "HUMAN RESOURCE DEPARTMENT," which are the "Nuts and Bolts" of the department. Scott will take you step by step and show what needs to be done to protect the organization, prevent employee lawsuits and improve morale in his own unique, practical, entertaining and humorous style. Scott will not only tell you how to advance your career, but he will use his over 30 years of Human Resource Management experience to tell you how to use this information

IMMEDIATELY!



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One of Business First Magazine's "20 People To Know In HR"

CEO Magazine's 2008 Human Resources "Superstar"

Nationally Certified Emotional Intelligence Counselor

2012, 2010, 2008, 2007, 2006 and 2003 SHRM National Diversity Conference Presenter

[Scott Trains Managers and Employees ON-SITE in over 40 topics](#)

Scott Warrick specializes in working with organizations to *prevent* employment law problems from happening while improving employee relations. Scott uses his unique background of **LAW** and **HUMAN RESOURCES** to help organizations get where they want to go.

Scott travels the country presenting his various programs, including his ["Living The Seven Skills of Tolerance," "Bullying and Healing The Human Brain," "The 7 Myths & 7 Skills of Strategic HR," "Freaks & Geeks: Preventing All Forms of Bullying & Harassment In The Workplace" and "Emotional Intelligence For Humans."](#)

Scott's <https://Do-It-Yourself HR Department & Legal Compliance Service> is a favorite among Human Resource Professionals to not only inform clients of the changes in Employment Law but to also bring their departments into compliance ... **AND KEEP THEM THERE!**

Scott's academic background and awards include:

- Capital University College of Law (Class Valedictorian (1st out of 233))
- Master of Labor & Human Resources and B.A. in Organizational Communication: The Ohio State University
- The Human Resource Association of Central Ohio's Linda Kerns Award for Outstanding Creativity in the Field of Human Resource Management and the Ohio State Human Resource Council's David Prize for Creativity in Human Resource Management

For more information on Scott, just go to www.scottwarrick.com