



Continuing Education

Luncheon Workshops for Office Managers & Business Professionals

Cash for Unused Leave, Employer Responsibilities

A Workshop for Human Resource and Office Managers

In 2006 the Nebraska Supreme Court ruled that under the Nebraska Wage Payment and Collection Act, vacation leave, if provided by terms of the employment agreement between employer and employee, is a fringe benefit, which is included in the definition of wages. Upon termination of employment, an employee is entitled to payment for any accrued vacation time that is provided in the employment agreement. Following this, Nebraska Legislature adopted LB 255, 2007, in order to try to clarify the circumstances under which an employer is obligated to pay for unused leave. Regrettably, there is much that remains unclear. In this session, Attorney Neal E. Stenberg will identify the areas where questions remain and provide some suggestions regarding the safest practices.

Tuition includes lunch. Registration deadline is Sept. 28 or when enrollment limit is met.

Course Number: BBBX-1828-BEFA Tuition: \$20
Date: Oct. 6, 2009 Day: Tuesday
Time: 11:30 a.m.-1 p.m. Instructor: Stenberg
Location: SCC Beatrice Campus Kennedy Center Room 334

Properly Documenting Employee Misconduct

A Workshop for Human Resource and Office Managers

Most employers understand the need to properly evaluate the performance of employees and to document deficiencies. That is true even though most employees in the private sector (and many in the public sector) are employed "at will" and may be discharged without proof of just cause. The need for documentation arises out of the fact that state and federal laws now provide a plethora of possible claims which a discharged employee may assert against a former employer.

Tuition includes lunch. Registration deadline is Oct. 12 or when enrollment limit is met.

Course Number: BBBX-1829-BEFA Tuition: \$20
Date: Oct. 19, 2009 Day: Monday
Location: SCC Beatrice Campus Time: 11:30 a.m.-1 p.m.
Kennedy Center Room 334 Instructor: Stenberg

About the Presenter: Attorney Neal E. Stenberg will discuss employee evaluation techniques which have proved effective based on his substantial experience in litigating employment cases. Stenberg has been engaged in the practice of law since 1974 and represents many clients, primarily in the fields of labor law. He has lectured on labor law topics for 30 years.

Time Management: Making the Most of Every Day

Feeling as if there aren't enough hours in the day is a common complaint. We cannot control how much time is in each day but we can take control and manage the time we have. This workshop will help develop strategies to prioritize your daily tasks, identify times of the day you are most productive and discover the tools and techniques that work for you.

Course Number: BBBX-1852-BEFA
Tuition: \$20 (Tuition includes workshop and lunch.)
Date: Oct. 7, 2009 Day: Wednesday
Time: 11:30 a.m.-1 p.m. Instructor: Mattran
Location: SCC Beatrice Campus, Kennedy Center Conference Room



Holiday Stress Management: Thriving, Not Just Surviving

One of the most stressful times of the year is almost upon us. Are you ready? In this seminar, participants will identify the sources of their stress especially during the holidays, as well as learn how the body reacts to stress and discuss how damaging chronic stress can be to one's health. Understanding our stressors and our physiological response to stress is the first step in becoming "Stress Hardy." Removing stress from our lives is impossible, so much of this workshop deals with developing strategies and techniques of managing our stress. This workshop will look at the science of stress, and how to use this information to develop effective coping techniques for both men and women. Effectively dealing with stress involves an understanding of how stress affects the body, how the body responds to stress and using that knowledge to choose strategies and exercises to help alleviate the damage stress has on one's health.

Course Number: BBBX-1851-BEFA
Tuition: \$20 (Tuition includes workshop and lunch.)
Date: Oct. 13, 2009 Day: Tuesday
Time: 11:30 a.m.-1 p.m. Instructor: Mattran
Location: SCC Beatrice Campus, Kennedy Center Conference Room

For more information or to register, please call Kelly Morgan at 402-228-8244; 1-800-233-5027, ext. 1244; or kmorgan@southeast.edu.

REGISTRATION FORM - NON-CREDIT COURSE

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2009 QUARTER

SUMMER WINTER
 FALL SPRING

Social Security Number		Name: Last		First	Middle Initial	E-mail address		
Residence Mailing Address				City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: (Used for statistical purposes only) <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic/Latino(a) <input type="checkbox"/> Asian/Pacific Island <input type="checkbox"/> Black/African-American, Non-Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other		Veteran or Dependent Utilizing Military Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska	Home Phone	

Please Check: Cash for Unused Leave • \$20 Oct. 6 • BBBX-1828-BEFA Time Management • \$20 Oct. 7 • BBBX-1852-BEFA Holiday Stress Management • \$20 Oct. 13 • BBBX-1851-BEFA Documenting Employee Misconduct • \$20 Oct. 19 • BBBX-1829-BEFA

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Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street, Beatrice, NE 68310, 402-228-3412, FAX 402-228-3420, or jpolio@southeast.edu. La política pública de SCC es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/nondiscriminación de SCC deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-228-3412, FAX 402-228-3420, o jpolio@southeast.edu.

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