

Performance Measurement III and Basic Stopwatch Time Study

Tom Sechrist, Sechrist and Associates
June 16, 2009, Okemos Conference Center

The U.S. Department of Labor, in response to Congressional scrutiny, has increased its enforcement activity on §14(c) of the Fair Labor Standards Act. One of the most common violations that results in back wage liability is inaccurate time studies! This seminar will help you ensure that your organization is paying workers with disabilities fairly and accurately.

PMIII—What you will learn:

- Definition of work measurement
- Identification of jobs to be measured
- Conducting job analysis
- Constructing work measurement stations
- Selection of appropriate standard setters
- Establishing measurement standards
- Complying with Wage and Hour Regulations:
- Conducting prevailing wage studies
- Conducting work measurement reviews
- Establishing correct wage payments

TIME STUDY—What you will learn; Accurate work measurement techniques are critically important to establish piece rates on production jobs found in community rehabilitation organizations. This seminar will cover

- DOL/FLSA compliance
- Method Study
- Ergonomics
- Work Simplification
- Flow charting
- Work place design
- Productivity assessment
- Stop watch time study
- Allowances
- Motion economy
- Work Sampling
- Hourly wage rate and piece rate determination

Who should attend? Anyone who works for a community rehabilitation organization, community mental health agency or school district and has the responsibility for determining contract bids and/or wage rates for workers with disabilities in compliance with the Fair Labor Standards Act.

About the presenter: Tom Sechrist, principal and founder of Sechrist and Associates, is a highly regarded trainer and technical assistance provider. Mr. Sechrist has over 27 years experience in both the rehabilitation and business community. His humor and businesslike approach create an informative learning environment. He has presented on numerous occasions at MARO seminars and conferences and has received consistently high marks.

Registration Information

Cost \$240*

The seminar begins at 9:00 a.m. and lasts until 4:00 p.m. Registration is limited, so register early. Participants should bring a stopwatch and a calculator. (*MARO members receive substantial discounts. Member rate is \$160) Registration fee includes lunch and all handout materials. Registrations must be received by June 10. Cancellations are subject to a \$25 processing fee. No refunds will be given after June 10, 2009. Substitutions are permitted.

Mail or fax registration form with check or purchase order to: MARO Employment and Training Association, P.O. Box 16218, Lansing, MI 48901 Fax: 517 484-5411, Phone: 517 484-5588. To register on-line with a credit card go to: www.maro.org and click on **Seminars and Conferences**.

Registration Form: PMIII and Basic Stopwatch Time Study

Please enroll the following:

Name _____ Nickname for badge _____

Title _____ Organization/Agency _____

Address _____

City _____ State _____ Zip _____ Phone _____ Fax _____

Amount Enclosed \$ _____

Note any special accommodations you may require:

FAX to (517) 484-5411