

Employment Compliance Webinar series for 2009

Webinars, or Web Seminars, are events (classes, trainings, presentations) that take place online. They enable individuals and organizations to easily, securely and cost-effectively gain information. Use these webinars to sharpen your HR skills, improve your knowledge and gain more confidence for handling HR related issues. Each webinar is 1-hour long, with approximately 15 minutes reserved for questions and answers. Registration is limited to ensure a positive and valuable learning experience. Each webinar is only \$49.00. Take as many classes as you want—there is no limit.

Look over the descriptions, dates and times and pick the webinars that work for you.

Register today by calling 800/679-2760

**“At-Will” Employment:
Today’s Reality and the Impact
of Anti-Discrimination
Retaliation Laws**

“At-will” is no longer a solid argument for justifying an employer’s actions. The legal implications of “at-will” employment are too great and too critical to continue to ignore. A better understanding of what “at-will” means today is an essential aspect of successfully managing employees and navigating employment law compliance.

Highlights of this 1-hour webinar include:

- “At-will” facts that are mandatory for employers
- “Protected classes:” the “at-will” game changer
- Anti-discrimination and retaliation laws that can decimate “at-will” prerogatives
- The essential federal and state anti-discrimination laws
- Typical “at-will” destroyers (contracts, terminology, progressive discipline)
- To Document or Not to Document? That is Not the question
- Legal troubles are avoidable
- How to preserve your “at-will” prerogative
- Policies and documentation to save you from fines and penalties

Enroll in this program to ensure you do not land in “at-will” compliance quicksand and become an unknowing victim of non-compliance!

Month	Date	Time*
March	24	8:00 am
April	14	8:00 am

**Enhancing
Recruitment
Part 1**

Tired of going through the process of recruiting someone only to have them not work out? Looking for ways to improve your recruiting process, but aren’t quite sure how? Then this webinar is for you!

Learn how to lay the foundation for better hiring success by:

- Understanding the valuable role of job descriptions
- Increasing the applicant pool
- Pre-screening to weed out the bad from the good
- Developing legally-sound interview questions
- Conducting behavioral-based interviews: A deeper insight into the “real” person you’re considering
- Avoiding the eight interviewing pitfalls
- Knowing the good, the bad, and the ugly of note taking
- Conducting a post-interview evaluation and steering clear of common mistakes
- Ensuring compliance with the Americans with Disabilities Act (ADA)

This 1-hour packed-with-information webinar is what every employer should know! Today, more than ever, recruiting techniques are crucial to the bottom line success for any business!

Month	Date	Time*
March	25	1:00 pm
April	7	8:00 am

**Negating Leave of Absence Laws:
Dispelling the
“It Only Affects Large Employers”
Myth**

What’s the latest trend in human resources? Greater protections for individuals to take a leave of absence. Failure by employers to grasp these trends could prove detrimental.

Be prepared to learn and be more informed. Highlights in this 1-hour webinar include:

- Family and Medical Leave Act (FMLA) applicability
- NEW FMLA provisions starting in 2009
- Small employer state-based FMLA laws
- Handling both state and federal-based FMLA laws when they intersect
- Your obligations when an employee says, “I’m Pregnant”
- On-the-job injury leave, military spouse leave and domestic violence leave
- State-based laws pertaining to areas such as jury duty compensation, time off for voting and parental leave for school visits

Don’t keep burying your head in the sand by pretending none of this applies to you! Sign-up today and feel confident in knowing that you will have the tools to manage your business in compliance with the laws applicable to you!

Month	Date	Time*
April	15	1:00 pm
October	14	8:00 am

Sign Up Today!

Register for this cost effective training from the experts in HR Compliance. Take as many classes as you want-there's no limit.

We've compiled our seminar topics that are most frequently on the minds of employers-like you, throughout the country.

You can feel confident that you will learn how to minimize your liability and maximize your profitability with the knowledge gained by attending these webinars.

Register today by calling 800/679-2760

Common Wage & Hour Problems and How to Avoid Them

Wage and hour problems are one of the primary sources of Bureau of Labor complaints. Unfortunately, uninformed employers lose these complaints at administrative hearings and the financial penalties can be substantial.

Avoid becoming a painful statistic.

In this 1-hour webinar you will learn:

- Complexities surrounding today's federal and state overtime regulations
- Differing federal and state overtime laws: what's an employer to do?
- Compensatory time off, why not?
- "Non-exempt" and "Exempt," the rules you need to know
- Essential advantages and disadvantages of paying staff salary, per diem, or hourly
- Independent Contractors, avoiding IRS land mines
- Avoiding unpleasant surprises related to meal and rest break requirements
- Recording hours worked, do it the right way before the Labor Board asks

This program will provide you with the knowledge and confidence to successfully manage your wage and hour requirements and avoid having the Bureau of Labor knock at your door.

Month	Date	Time*
April	8	1:00 pm
May	5	8:00 am
May	6	1:00 pm
June	17	1:00 pm

The Why's and Wherefore's of Job Descriptions

Job descriptions are one of the single most important pieces of documentation an employer can have! Why? Because they clarify and enhance employer-employee communication and expectations and provide the foundational basis to defend and support work-related decisions when your actions are called into question.

Highlights of this 1-hour webinar include:

- Answering the question, "Why are they important?"
- Outlining "best practices" for writing job descriptions to avoid liability
- Understanding the critical components of a well-written job description
- Clarification of the Americans with Disabilities Act (ADA) and it's impact on employers, making job descriptions more critical than ever
- Ensuring compliance with the ADA by incorporating "essential job functions"
- The role and benefits of job descriptions in employment situations like pregnancy and performance reviews
- The value of regularly reviewing and updating job descriptions

Join this webinar and become one of the elite few who are utilizing this valuable tool to effectively manage their business!

Month	Date	Time*
May	5	1:00 pm
June	17	8:00 am

Enhancing Recruitment Part 2

This program is about taking your recruiting methods (and success) to the next level. All too often employers neglect to move beyond the basics. This 1-hour webinar will not only broaden your recruiting techniques, but also ensures you stay within legal boundaries with a more complex and insightful program that will lead to greater recruiting success.

Learning highlights and benefits pertain to:

- Improving the quality and effectiveness of the questions you ask
- Ascertaining past behavior as a predictor of future behavior
- The use of job-match / personality assessments to improve selection success
- Carrying out skills assessments (A.K.A. the working interview) that minimize liability
- Seven questions to ask when performing effective reference checks
- Conducting a background check: What a prospective employer needs to know

Don't miss this opportunity to gain the knowledge and skills to "beef up" your recruiting program. As costly as turnover can be, you can't afford not to!

Month	Date	Time*
May	6	8:00 am
June	16	1:00 pm
July	7	1:00 pm

Registration Information

Once you register for a particular webinar by calling 800/679-2760 you will receive a webinar e-mail invitation which will include a registration link. Clicking on this link will complete the registration process.

Once the registration process is complete, you will then receive a confirmation e-mail which will include a “Join a Webinar” button or link, thus allowing you to join the webinar at the scheduled time by clicking the link.

Register today by calling 800/679-2760

The Continuing Education Conundrum: Deconstructing the Latest Rules to Ensure You’re in Compliance

Employers often use a common sense approach to CE only to find it’s wrong when they fall victim to a wage & hour complaint. Your practice is far too valuable for you to be uninformed on this critical personnel issue.

Highlights of this 1-hour webinar include:

- The updated continuing education regulations established by both federal and/or state agencies
- When wages must be paid for attending a C.E. event
- State-required licensure/certification C.E.
- Does voluntary attendance count for anything?
- Paying wages for traveling to-and-from a C.E. event
- Employer responsibilities for paying C.E. related expenses (hotel, meals, lodging)
- Different capacity work rate
- Overtime related to continuing education
- Overtime, differing rates of pay and the weighted average calculation

Invest in the knowledge that will keep you out of continuing education hot water and avoid wage claims due to mismanagement of continuing education by enrolling in this program today!

Month	Date	Time*
June	16	8:00 am
July	7	8:00 am
July	8	8:00 am
September	16	8:00 am

Harassment Love, Lust and the Law

Harassment allegations, along with discrimination complaints, make up the fastest growing area of labor board complaints and lawsuits. Sadly, harassment allegations today go all different directions creating nightmarish situations for employers and employees alike—with dire financial and emotional consequences.

Don’t let a harassment claim blindside you; participate in this 1-hour webinar to learn:

- What constitutes harassment-it’s in the eye of the beholder
- Specifics of sexual harassment: quid pro quo vs. hostile work environment
- The destructive and demoralizing effects of harassment within the workplace
- Who are the players? Who is at risk? Who decides? How is it prevented?
- Red flag behaviors that may indicate harassment
- Employer and employee responsibilities, must supervisors and managers be trained?
- Consensual relationship agreements, is a “love contract” worthwhile?

Prevention, prevention, prevention that’s what it all about-this program will provide you with simple easy steps to help avoid harassment allegations and/or problems.

Month	Date	Time*
September	15	8:00 am
October	13	8:00 am
October	21	1:00 pm

Record Retention Requirements: Documentation Isn’t Always A Choice; It’s Also the Law

Lack of documentation is one of the biggest contributors of employers losing labor board complaints and lawsuits. Simply put: “Objective documentation is your single most effective defense.” Not just any documentation will do. You need good, complete documentation that is retained well past the statute of limitation time frames.

With your participation in this 1-hour webinar, you’ll get answers to such questions as:

- What specific forms should I have on file for each employee?
- What are the updated rules about the I-9 form?
- What forms should a new employee complete?
- What is PRWORA and its impact on you
- How can I protect my employees from identity theft?
- How long must I keep records?
- Does my employee have the right to inspect his/her personnel file?

Don’t get caught with your documentation down. With this webinar, along with crossing your “T’s” and dotting your “I’s” correctly, can save you from financial and emotional embarrassment.

Month	Date	Time*
September	16	1:00 pm
October	20	8:00 am

WEBINAR—2009

Class Schedule and Registration Information

All classes are \$49.00 each and there is no limit to the number of classes you may take. To Register call: 800/679-2760

All Class Times are Listed in Pacific Time

Month/Class	Date	Time
March		
"At-Will" Employment	March 24	8:00 am
Enhancing Recruitment Part 1	March 25	1:00 pm
April		
Enhancing Recruitment Part 1	April 7	8:00 am
Common Wage & Hour Problems	April 8	1:00 pm
"At-Will" Employment	April 14	8:00 am
Navigating Leave of Absence Laws	April 15	1:00 pm
May		
Common Wage & Hour Problems	May 5	8:00 am
The Whys & Wherefores of Job Descriptions	May 5	1:00 pm
Enhancing Recruitment Part 2	May 6	8:00 am
Common Wage & Hour Problems	May 6	1:00 pm
June		
The Continuing Education Conundrum	June 16	8:00 am
Enhancing Recruitment Part 2	June 16	1:00 pm
The Whys & Wherefores of Job Descriptions	June 17	8:00 am
Common Wage & Hour Problems	June 17	1:00 pm
July		
The Continuing Education Conundrum	July 7	8:00 am
Enhancing Recruitment Part 2	July 7	1:00 pm
The Continuing Education Conundrum	July 8	8:00 am
September		
Harassment: Love, Lust, and the Law	September 15	8:00 am
The Continuing Education Conundrum	September 16	8:00 am
Record Retention Requirements	September 16	1:00 pm
October		
Harassment: Love, Lust, and the Law	October 13	8:00 am
Navigating Leave of Absence Laws	October 14	1:00 pm
Record Retention Requirements	October 20	8:00 am
Harassment: Love, Lust and the Law	October 21	1:00 pm

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