

THE ESSENTIALS OF

HR LAW

**DON'T PUT YOUR
ORGANIZATION AT RISK —
make sure every step you take is legally
sound and compliant**

COURSE OBJECTIVE:

To provide the knowledge you need to legally and ethically manage human resources in your organization.

You'll learn how to:

- Reduce your organization's risk of being held liable in employee management situations
- Navigate the complexities of employment law and the court's interpretation of it
- Avoid danger zones that can trip up even the most seasoned HR professional
- Develop a consistent approach for every manager to use in handling employee issues
- Meet the demands of changing legislation and varying interpretations of laws, such as:
 - Family Medical Leave Act (FMLA)
 - Fair Labor Standards Act (FLSA)
 - Consolidated Omnibus Budget Reconciliation Act (COBRA)
 - Health Insurance Portability and Accountability Act (HIPAA)
- Create a workplace environment that treats employees both fairly and legally
- Implement new employment management techniques to boost productivity
- Eliminate all forms of harassment and discrimination to create a safe work environment for all
- And much more!

This course qualifies for
CPE, HRCI & PDC credits.
See details on page 6.

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 **FRED PRYOR SEMINARS**

What do you **THINK?**

Posting Jobs Internally

- A new position is becoming available, and the manager wants to hire someone from outside the organization. Do you have to open it up to internal staff members first?

Employee Handbooks

- There's a change to a policy in your employee handbook. You'd like to just send out an email notice to all employees. Is that good enough?

Workers' Compensation

- An employee's foot was run over in the parking lot of your workplace. However, it happened after hours, and the employee shouldn't have been on the property. Does this qualify for workers' compensation?

Firing

- One of your managers has fired an employee who once had a stellar record with the organization. If she sues, what will you need to make this termination stand up in court?

Unemployment Benefits

- You hired a contract art director to work on site for the past year. Now that his contract is up, he's filing for unemployment benefits. Does he have a shot at getting the money?

After this seminar, you'll know where you stand in these confusing situations and how to deal with dozens of others, so your organization stays out of legal trouble.

Spend a day away from the office and **GAIN A NEW PERSPECTIVE**

on your HR challenges and new tools for meeting them confidently and legally.

Class Action lawsuits ... hints of sexual harassment ... regulations for interviewing and hiring. There's no end to the legal pitfalls you face every day on the job, and as a human resources professional, you're expected to stay on top of it all.

But every day you still deal with situations that have the potential to derail your organization and land you — and your employer — in legal hot water:

- **The coworkers who flirt with one another day after day, until one of them decides to move on.** Is there a potential harassment claim?
- **The qualified applicant who was interviewed but not hired.** Could it be considered hiring discrimination?
- **The new mother on maternity leave whose replacement turns out to be a "superstar."** Is her manager obligated to hire her back?

These are just three examples of countless situations you might encounter in a normal day — and any one of them could blow up into major legal trouble.

In order to excel in your position, you must not only successfully handle the day-to-day duties of your HR department, you must also have a working knowledge of employment law, new hiring trends and benefits management. That takes a lot of time and energy and nobody understands better than you.

Meeting that challenge requires continuing education to keep you abreast of the latest legal changes along with the best employment practices. That is why this seminar is so important.

In one information-packed seminar, you'll learn what you need to know to handle the legal issues and gray areas you face every day.

You'll also learn how to think like a lawyer, so you can anticipate and sidestep problems before they arise. This alone is well worth the price of the seminar. If you deal with the legal issues surrounding human resources as an HR professional — or even as a manager or supervisor — you need to enroll today!

A POWERFUL ONE-DAY SEMINAR

The Essentials of HR LAW

7 BENEFITS

You'll Gain by Attending

- **Cut your organization's liability risk in employee management situations**
How could you promote him instead of me? Shouldn't this be at overtime pay? Isn't this a legal holiday? Managing employees is fraught with gray areas, differing opinions and the potential for legal problems. This seminar will equip you with an understanding of what is correct, ethical and legal in employee/manager relations.
- **Understand the complexities of employment law and how the court interprets it**
Often the law itself creates as many questions as it answers. Learn where to turn to find out how the courts have historically ruled on the law so you can apply it appropriately in your organization.
- **Create a framework every manager can follow so your organization deals with employee situations in a consistent way**
Does one manager treat employee evaluations like a friendly chat and another like a court martial hearing? Are sexual innuendos tolerated in one department and strictly forbidden in another? After this seminar, you'll be able to establish a uniform standard that can be consistently enforced organization-wide, protecting your employer from legal vulnerability and ensuring every employee is treated fairly.
- **Sidestep the legal hot spots that trip up many HR professionals**
Outsourcing work, benefits administration, flextime management, alternative work arrangements — the list of HR perils goes on and on. Learn to recognize and avoid trouble before it starts.
- **Meet the demands of changing workplace legislation**
“But it used to be okay to do it this way. What's changed?” The law. It's never been more challenging — and important — for you to stay on top of legislation such as FMLA, FLSA, COBRA, HIPAA and other regulations that affect the way you deal with employees. Get the best and latest information at this seminar.
- **Provide a workplace free of harassment and discrimination and safe for everyone**
“I didn't know I was harassing her. I thought the feelings were mutual.” As an HR professional, you've probably heard similar comments and maybe even seen how misunderstandings could arise. After this program, you'll know how to enforce a code that eliminates misinterpretation and allows everyone to work in an environment free from hurtful distractions.
- **Boost productivity organization-wide through new employment management techniques**
Among the most exciting and valuable aspects of this program are the new skills you'll gain. Gathered from the most progressive and successful organizations across the country, these ideas will help you take workplace productivity to the next level.

EXCITING NEW APPROACHES

to the most demanding area of your field

Section I — Legislation, Case Law Trends and Hot Issues

- The most important employment legislation and how it affects your workplace and job
- What you must know about the Americans with Disabilities Act as it relates to interviewing and hiring
- COBRA requirements — an update on the latest changes
- What you must do as soon as an employee files a charge of sexual harassment
- How to calculate overtime under new FLSA requirements
- Drug testing — can you make it a requirement? When and how to do it to avoid pitfalls
- What you need to know about the Pregnancy Discrimination Act now that FMLA is in effect
- Tips for handling employees who are called up for extended military service
- How to legally manage the latest benefits administration issue: Are domestic partners eligible for benefits?

Section II — A Fresh Look at Essential Employment Practices

- Why *how* and *where* you recruit can inadvertently constitute discrimination
- Résumé red flags that signal an applicant may be setting you up for a discrimination charge
- Hiring practices that will stand up under an EEOC undercover audit
- Consistent and fair progressive discipline practices that discourage “unlawful discharge” lawsuits
- Documentation you must have if you’re called to court
- Legalities and liabilities that arise when you outsource key organization functions
- When personality and aptitude tests are legal in hiring
- Words you must never use in describing classes of employees
- The latest insights into performance evaluations: how often to schedule them and how to construct them

Section III — Practical Insights Into HR Administration and Benefits

- Tips to help you avoid common mistakes in meeting the requirements of FMLA
- Up-to-date COBRA federal regulations that affect the way you administer benefits
- A sanity-saving procedure for dealing with legal record-keeping and retention requirements
- Legal pitfalls of downsizing and organizational layoffs
- How to navigate the tricky legal ins and outs of unemployment hearings and benefits
- The secret to skating through a Department of Labor or EEOC investigation
- New legalities in reporting incentive pay, benefits and other perks
- How to successfully evaluate, discipline and correct performance problems among managers

Section IV — The Legalities of Policies, Procedures and Employment Handbooks

- The first line of defense against employment practice missteps you must not ignore
- How to communicate policies and procedures so they will be easy to understand — and hold up in court
- The truth about the acceptability of using email to communicate policy changes
- What you must do to ensure employment policies and procedures comply with the law
- How to recognize legally weak language, unclear definitions and vague employee rules
- What absolutely must be achieved during employee orientation for legal reasons

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FAQs

Q. I know there are discrepancies in the various ways our managers handle employee issues, but I don't have the power to make them all follow a consistent approach. What can I do?

A. At this seminar, you will learn the critical legal importance of establishing a code for handling employment issues that is applied throughout the organization. You'll also develop a plan for putting that system into action and gaining manager support.

Q. Why should I bother learning what's happening now with employment law? It will only change again.

A. In addition to learning about employment law as it is applied now, you will also gain something infinitely more important at this seminar — a way of looking at employment situations and issues that encompasses the tradition of how the law has been applied over time. Armed with this “internal radar,” you'll be able to help your organization avoid legal hot water over the long term in many areas.

Q. I don't really know much about employment law. Will I be in over my head at the seminar?

A. Not at all. Every acronym will be decoded and every issue discussed in terms you can understand. You'll feel right at home. You will never be put on the spot, and your questions will be welcome throughout the program.



FREE DIGITAL RESOURCES FOR EVERY PARTICIPANT

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.



GUARANTEED RESULTS

All of our seminars are 100% SATISFACTION GUARANTEED! We're confident this seminar will provide you with the tips and techniques you need to better understand the law as it applies to human resources. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

Seats Fill Fast — Enroll Today

WHO SHOULD ATTEND

- All HR employees, managers, directors and VPs
- Personnel managers
- Managers and supervisors with personnel responsibilities
- Small business owners

REGISTRATION INFORMATION

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

CONTINUING PROFESSIONAL EDUCATION (CPE)



Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning Solutions, Inc. are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority

on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

HRCI Recertification Credits (HRCI)

This program has been approved for recertification credit hours through the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute homepage at www.hrci.org. This course qualifies for 5.5 HRCI recertification credits.

Professional Development Credits (PDCs)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning Solutions, Inc. are recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). This program is valid for 6 PDCs. For more information about certification or recertification, please visit shrmcertification.org.

Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU, CPE, HRCI or PDC credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 413884, Kansas City, MO 64141-3884 or **fax** to 913-967-8849. We'll change our records for the very next update. Thanks!

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The Essentials of HR LAW



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1 **YES!** Please register me for the one-day, **The Essentials of HR Law** seminar. Group discounts available; see page 6 for details.

2 **IMPORTANT!** Please fill in VIP number as it appears on the address label.

VIP _____ (_____)
IF AVAILABLE

3 **ORGANIZATION INFORMATION**

Organization: _____

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Approving Mgr's Name Mr. Ms. _____

Job Title: _____

Email Address: _____ Business Home

4 **QUICK CONFIRMATION**

Please email or fax my confirmation to me within 48 hours.

My email address or fax is: _____

5 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. Ms.

Job Title _____ City Event # _____
2 3 1

Email (required): _____ Business Home

#2 Attendee's Name
Mr. Ms.

Job Title _____ City Event # _____
2 3 1

Email (required): _____ Business Home

6 **METHOD OF PAYMENT** (Payment is due before the program.) Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; plus applicable county surcharge), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).

Total amount due: \$ _____

Check # _____ (payable to **Fred Pryor Seminars**) is enclosed.

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Note: If you've already registered by phone, by fax or online, please do not return this form.

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See inside for ways to increase your law knowledge
FMLA - FLSA - COBRA - HIPAA

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