



# Hot HR Topics – What you don't know can hurt your company

Presented by Fisher & Phillips LLP

**Friday,  
October 25, 2013**  
Griffin Welcome Center  
143 North Hill Street  
Griffin, GA 30223

**8:30 a.m.-9:00 a.m.**  
*Registration and  
Continental Breakfast*

**9:00 a.m.-3:15 p.m.**  
*Program*  
(Box Lunch will be served  
from 12:00 p.m.-1:00 p.m.)

## Cost

**\$60**  
*Registration Required*

*Co-Sponsors:*

**Griffin Area  
Employer Committee**

**Griffin/Spalding  
Chamber of Commerce**

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If your company has never had a significant HR legal challenge, congratulations. You may be an employer that is “up on the law” when it comes to employee matters. On the other hand, you may be an employer whose good fortune is the product of good luck rather than good practices. Employers in the latter category often have a false sense of security. Those employers never knew they were not in legal compliance until the government agent or letter showed up, or an EEOC Charge or lawsuit was filed. By the time they got this “notice” of their alleged shortcomings, it was too late to avoid the problem in terms of costs and disruption. The rapidly increasing number of wage and hour lawsuits is a perfect example of how an unknowing and well-intentioned company can find itself in a bad situation. Many businesses, especially small ones, learn this lesson the hard way.

If you are not sure which category you're in, you may want to attend this presentation sponsored by the Griffin/Spalding Chamber of Commerce and Griffin Area Employer Committee. We will address some of the changes and trends in the law and will highlight a number of the hotter topics, like health care, immigration, the ADA, FMLA, and wage and hour. We will discuss employee handbooks – the good, the bad and the ugly. We will conclude with a interactive and entertaining video presentation of a mock harassment investigation. Be sure to bring your pipe and your monocle.

There will be opportunity for questions and discussion. Those whose job requires them to perform HR functions and manage employees should benefit from this program.

**9:00 a.m. - 9:50 a.m.**

### **Healthcare Update: PPACA – Where Are We Now?**

- Current employer requirements (taxes, reporting, communications)
- Employee responsibilities in 2014
- Employer planning opportunities
- Other considerations (nondiscrimination, insurance, exchanges)”

**10:00 a.m. - 10:50 a.m.**

### **Wage/Hour**

- Overview of Wage & Hour Laws
- Trends in DOL Investigation and Litigation
- Common Wage/Hour Mistakes by Small Employers
- Best Practices for Wage/Hour Compliance

**11:00 a.m. - 11:50 a.m.**

### **ADA/FMLA**

- Overview of ADA and FMLA
- Interactive Case Studies

**12:20 p.m. - 1:00 p.m.**

### **Immigrations**

- New I-9 Form
- ICE Notice of Inspection
- E-verify Dos and Don'ts

**1:00 p.m. - 1:50 p.m.**

### **Employee Handbooks**

- Benefits of an Employee Handbook
- Common Handbook Mistakes
- How to Draft a Legally Compliant Handbook
- Implementing Your Handbook Policies

*Continued on reverse*



2:00 p.m. - 3:15 p.m.

#### Sex, Lies and Videotapes

This review of workplace investigations through video vignettes puts you in the place of a Human Resource Professional whose day just got very complicated. A routine disciplinary investigation suddenly turns into a challenging, high-risk sexual harassment investigation of a long-term, highly valued executive. You will see a video presentation of each step in the process, and then participate in an interactive discussion of what the HR professional should do next. Under the law, the employer's response to the harassment complaint is a significant factor in determining potential liability. Effective HR action can help ensure a respectful work environment and appropriate corrective action, and can prevent years of expensive and damaging litigation. The presentation will help show how the HR professional can ensure legal compliance, eliminate/minimize litigation risk and, most importantly, solve the problem.

*This program has been submitted to the  
HR Certification Institute for review.*



*The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program.  
It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.*

## HR Academy Registration

Date \_\_\_\_\_

Name(s) and Title(s) of Attendee(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company \_\_\_\_\_ Name \_\_\_\_\_

Primary \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Registration and payment should be mailed by Wednesday, October 16 to:**

GDOL/GAEC Attn:

Sherry Maddock

1514 Hwy 16 West, Griffin, GA 30223

Check should be made payable to GAEC

For additional information, please contact

Sherry Maddock at (770) 229-3193, Carrie Johnson at (770) 229-3194 or fax (770) 229-3287.