



## Fisher Phillips Breakfast Briefing In Phoenix

Event

10.22.14

Please join Fisher Phillips for breakfast and a briefing on a hot HR topic.

This complimentary event is a great opportunity to network and talk with other HR professionals and our lawyers in an informal and collaborative setting to get the information you need to stay in the know.

There is no cost to attend these briefings.

### **Location:**

Fisher Phillips

201 East Washington Street

Suite 1450

Phoenix, AZ 85004

7:45 a.m. - 8:00 a.m.

*Registration and breakfast*

8:00 a.m. - 9:00 a.m.

*Presentation*

9:00 a.m. - 9:15 a.m.

*Questions and Networking*

Upcoming discussions:

**Thursday, October 9**

***Employee Document Essentials – what to keep, what to trash and what could land your business in the courtroom***

Modern day rules for employee document retention can be tricky! In this session, you will learn:

- What documents should you keep in personnel folders and why?
- What documents should you dispose of and when?
- What are the best methods for document retention?
- How should you store sensitive data in this age of privacy?
- What are the best practices for electronic retention of records?

These questions and more will be addressed with a focus towards preparing you and your office for an agency audit of your company's personnel records.

**Additional upcoming topics include:**

***Employees Gone Rogue – best practices for discipline and termination policies***

Every organization has hired someone that turned out to be a bad fit. From a legal standpoint, terminations can be one of the riskiest decisions your HR team will consistently make. In this seminar, you will learn:

- The proper steps to follow to help ensure that you and your company are avoiding the risks of employment-related claims.
- The pros and cons of severance agreements and exit interviews.
- Real-world situations and solutions for those employees who make protected complaints during the discipline process.
- How to deal with employees who's performance has deteriorated because of a medical condition, and/or employees who are a bad fit for your organization.

***The Perils and Pitfalls in Wage and Hour Law***

Wage and hour compliance laws continue to be a quagmire for many employers – and a target for state and federal agencies and plaintiffs' lawyers. In this session, we will review the most common trouble spots for employers and discuss ways employers can proactively reduce their wage-and-hour liability. Some of the specifics we will be covering will include:

- Common misclassification mistakes.
- How to properly compute overtime pay, including how to factor bonuses and other nondiscretionary wages into overtime payments.
- What are an employer's timekeeping obligations?
- What records must an employer maintain and for how long?

Contact Office Coordinator Eileen Kane with any questions,  
[ekane@fisherphillips.com](mailto:ekane@fisherphillips.com) or (602) 281-3400.

This event is by invite only. Please RSVP to no later than October 21, 2014 to Julie Donnelly at [jdonnelly@fisherphillips.com](mailto:jdonnelly@fisherphillips.com) or (602) 281-3409.

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