



Employee Document Essentials

BREAKFAST BRIEFING

Event

11.20.14

Join us the third Thursday for breakfast and a discussion on hot HR topics. This event is a great opportunity to network and talk with other HR professionals and the Fisher Phillips attorneys in an informal and collaborative setting to get the information you need to stay in the know.

November 20, 2014 – 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.

Which is Riskier? Hiring Criminals or Conducting Background Checks?

Surveys indicate that most employers conduct criminal background checks for at least some potential new hires. The rationale for seeking this information is obvious to most employers: identify candidates who are honest on their applications, find those who display a history of good decision-making, and reduce the risk of criminal behavior in the workplace. Despite these important business concerns, the regulatory climate has changed. This briefing provides an overview of the EEOC's enforcement efforts and provides employers with practical guidance on establishing and implementing a legally compliant criminal background check policy.

Location:

Las Olas Centre
Fisher Phillips

450 East Las Olas Blvd.
Fort Lauderdale, FL 33301

Time:

7:30 a.m. – 8:00 a.m.

Breakfast and Networking

8:00 a.m. – 9:00 a.m.

Presentation

9:00 a.m. – 9:15 a.m.

Questions and Answers

Cost:

\$25

Please RSVP no later than 4 days of the briefing month to Elizabeth Hickman at ehickman@fisherphillips.com or (954) 847-4713.

Space is limited – attendance will be awarded on a first-come, first-served basis.

This program has been approved for HR Certification Institute credits.