

ONE-DAY SEMINAR

# EMPLOYMENT LAW

Includes  
the most  
current  
updates!

Stay up-to-date and compliant with the  
latest in FMLA, ADA, EEO and more

## The latest and best practical information about workplace laws you must know!

- Confidently apply the latest requirements on the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA)
- Avoid the most common and costly Equal Employment Opportunity Commission (EEOC) breaches, including new federal focal points
- Learn about recent changes to the Fair Labor Standards Act (FLSA) wage and hour laws
- Discover new legal parameters on employment-at-will, hiring, disciplining and firing
- Identify hiring dos and don'ts, which will keep you out of the courtroom
- Stay current on the newest legal hot spots, such as high-tech privacy and records retention

Gain the knowledge you need to protect your  
organization from lawsuits that can lead to  
lost judgments and stiff fines.



EXPRESS CODE

**915140**

- Enroll Today
- [pryor.com](http://pryor.com)

This course qualifies for  
CPE, HRCI, PDC credits. See  
page 7 for details.

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 **FRED PRYOR SEMINARS**

# Now more than ever, what you *don't* know about employment law can hurt you *and* your organization.



There was a time when employment law was exclusively the concern of the company attorney. Sure, there were certain things managers were told *not* to do — like ask questions about an applicant’s family responsibilities during an interview or have staff handle personal errands on company time — but beyond these and a few other “no-nos,” employment law was pretty much considered common sense. One quick look at recent, costly court cases and you’ll realize **those days are gone for good.**

Today, employment laws are far-reaching, and managers — along with the organizations they work for — can’t afford the luxury of ignorance. You must be up to date on the law, as well as all its fuzzy interpretations, and know precisely how those laws apply to situations within your organization. Otherwise, you risk employee complaints, lawsuits and hefty fines.

Additionally, federal laws and the courts’ interpretation of those laws have changed in recent months. For the uninformed, it’s a recipe for disaster.

That’s what makes this one-day program — offering a comprehensive overview of current employment law — so valuable for managers, human resource directors and others in your organization. Unlike other presentations, this course focuses on **practical workplace applications** to prepare you to deal with the real-life issues you face daily that, quite literally, hold your company’s profits and your reputation in the balance.

Don’t leave your organization at the mercy of confusing, unclear, contradictory employment laws. Get the answers you need in one comprehensive presentation by enrolling *now!*

## Knowing How to Apply Employment Law Benefits Your Entire Company

YOU	EMPLOYEES	YOUR ORGANIZATION
You know how to correctly document behavior and keep records that protect yourself and your company from litigation.	Staff members make fewer complaints because their rights have not been violated.	Your company has less exposure to employee lawsuits.
You know what your options are for dealing with employees who are not meeting expectations.	Employees have the assurance that they are treated fairly by their employer.	Corporate documents are crafted in a way that will stand up in court if challenged.
You have the assurance you are handling everything from hiring decisions to day-to-day situations according to legally accepted standards.	Employees know their company is protecting their rights by applying laws correctly and uniformly.	Murky areas of the law that can be interpreted more than one way are understood and applied correctly.
You enjoy your job more and have less stress.	Morale stays high because employees are treated fairly.	Your company keeps costly absences and disability claims to a minimum. No more paying out funds just to “be on the safe side.”
You have greater confidence in your ability to deal with situations that arise at work.	Staff members avoid the stress and worry of not being sure they’ve acted correctly.	Day-to-day operations run more smoothly because everything is being done according to the law.

# Do you feel you can confidently answer these common questions?

## Exempt or Non-Exempt

Some of your employees work out of their homes and telecommute. Human Resources wants to treat these employees as salaried employees — not hourly — even though they are performing clerical duties. Is this legal? What penalties could your company face if you've been handling it illegally for some time?

## Family and Medical Leave

A staff member's wife had their baby a month ago and has been on family medical leave ever since. Yesterday, he found out his mother has a serious illness and he wants to extend his leave indefinitely. What should your company do? What are the company's legal obligations?

## Job Classifications

Your company wants to realign job responsibilities among staff, but you're worried that if you do, job classifications will be off and your company will be exposed to litigation. How can you effectively redistribute job duties without causing a legal dispute?

## Discrimination

You've asked all your employees to speak English in their dealings with customers. Now you're wondering if this is legal in light of recent court decisions. What are you able to request of your employees, so as to not discriminate against their language skills?

## Handbook Hassles

Your HR department wrote the employee handbook 10 years ago. After what you've seen in the news recently, you're worried it might contain illegal or binding guidelines that could be costly for the company. What is the best way to update information to make it appropriate for today's employment law?

## Disciplining and Firing

Your new hire, who's in her probationary period, just isn't working out. Yet, you're afraid to let her go because of what you've heard about new illegalities in firing new employees. How can you protect yourself and your organization, but still terminate legally?

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## Who Should Attend?

- **Human Resources directors and staff**
- **Managers, supervisors, team leaders**
- **Business owners**
- **General managers, operations managers**

***This training will benefit professionals from every industry.***



## 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.

One day, comprehensive knowledge, endless value.

## Everything you need to know to correctly apply federal employment laws in your organization

Get the latest and best information on:

### **Americans with Disabilities Act & Family and Medical Leave Act**

- Laws, recent court decisions, basic requirements and current parameters
- “Reasonable accommodations” and “hardships” as defined and dictated by courts
- The tricky terrain of stress-related and mental disabilities
- Policies that are legal in dealing with an employee who has a “managed” health condition or disease

### **Essential EEOC Documentation & BFOQ Standards**

- Title VII — who’s covered, what’s covered and the surprising things that aren’t
- The most common mistakes companies make with EEOC
- Recent rulings and where the law’s laser-focus is scrutinizing EEOC compliance today
- The #1 thing you can do to assure your policies and procedures are EEOC compliant
- Must-know tips for dealing with a multi-cultural workforce and language barriers
- Retaliation and whistleblowers — what you can and *can’t* do now
- Essential steps to take when investigating employee allegations
- How to ensure your Bona Fide Occupational Qualifications (BFOQ) for every job are legally compliant

### **FLSA Wage and Hour Law Compliance**

- Case Studies — the surprising recent violations with the Department of Labor
- New changes in wage and hour law to keep you current
- At last! Clear-cut guidelines for classifying every employee as exempt or non-exempt
- Tips for avoiding costly mistakes in classifying employees
- The essential step you must take to ensure jobs are classified in a way you can justify
- Legally approved ways to deal with contract workers, telecommuters and home-based workers
- How you must treat “special absences” such as religious holidays
- When you can — and can’t — legally dock pay or otherwise penalize employees

### **Employment-at-Will, Hiring, Disciplining and Firing**

- Understanding the Model Employment Termination Act (META)
- What you must know about “at-will” employment to sidestep legal landmines
- The single most important thing you can do to avoid wrongful termination suits
- How handbooks are impacting ability to terminate “at will” in court
- The most common ways employee handbooks could expose your organization to legal risks

- Ways to ensure your employees are up to date on handbook and policy changes
- Essential techniques for following the court-accepted way to document performance and behavior issues
- The art and purpose of writing behavior expectations into job descriptions
- Your rights in dealing with acceptable performers with attitude problems — what you *can't* do
- Simple steps you can take to raise your discipline and termination practices above legal question
- What you must never do when terminating an employee during probation

## Updates on Interviewing, Hiring and Records Retention

- A checklist to ensure you interview and hire legally
- Pre-employment and employment records you must keep — and how long to keep them
- What to cover — and also what *not* to mention — in employment contracts and offer letters
- Legal and illegal pre-employment testing: what you need to know
- The latest on background, credit and reference checks that may surprise you
- Employers' rights with drug testing and substance abuse on the job — legal issues to avoid

## Employee Privacy “Hot Spots”

- What organizations can do to protect employee privacy of information
- Behaviors that impact employee health and company insurance rates — what you can and can't mandate
- Your rights and responsibilities when you know of an employee's medical issue, managed condition or disease
- Guidelines for managing employee personal and medical information
- Employee rights regarding Internet, email, voicemail and video surveillance
- What you can monitor legally and what is strictly out of bounds
- Immediate steps to follow if an employee says you've invaded his/her privacy
- How to build technology policies and procedures to use at work and from remote locations
- The legal way to deal with inappropriate Internet communications, including company bashing and employee gossip

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## Navigate the Murky Waters of Employment Law

### What do you think?

Your insurance rates would be lower if none of your employees smoked. Do you have a right to fire employees simply because they are smokers?

One of your employees bashed the company president in an email to a friend outside the company. Can you fire this person? What are your legal rights and responsibilities?

A candidate's resume makes him seem perfect for your job opening and you indicate so to him on the phone. When he comes in, you discover he is blind. What are the candidate's rights? How much does your company have to do to accommodate the disability if he is hired?

An employee who recently missed work for a long illness now wants to extend her FMLA to accompany her child's class to Peru for a week. Do you have to let her have the leave? What should you consider before you do?

A woman who puts in untold hours as a customer service manager is classified as an hourly employee. She feels exploited and one day comes in with meticulous records of her hours and threatens to take the situation to the labor board. What is the best way to handle the situation?

One of your managers asks an applicant if he's ever taken FMLA leave and why. When the applicant doesn't get the job, you hear from his attorney. Has anything illegal happened?

**If you're unsure of the answer to even a single question above, enroll today to ensure your organization is up to date and legally compliant.**

# 4 Reasons to Attend this Program

Armed with this information you'll:

## 1. Avoid costly lawsuits, judgments and settlements

Employment law — and especially the way it is being interpreted by the courts — has changed substantially in recent months. If you are operating on information you received even a year ago, there might be significant holes in your company's legal safety net. This seminar is an easy and inexpensive way to find out where you need to make adjustments.

## 2. Reduce employee complaints and claims

Does it ever seem like particular employees have a nose for sniffing out areas of workplace liability? Whether this is true or not, it is true employees are often more aware of their rights than the companies for which they work. When you attend this seminar, you'll be able to make simple adjustments in handbook wording, policies, procedures and other practices to significantly decrease your liability and discourage employees from filing complaints.

## 3. Make sure all managers and supervisors behave legally

No matter what your company's policies, if your managers and supervisors aren't adhering to the law, you are vulnerable. When you attend as a group, you ensure everyone knows what they need to do in hiring, disciplining and firing to be 100% within the law. Plus, your group will gain invaluable tips on handling sticky employee situations that could come up unexpectedly.

## 4. Know what the courts now look closely at

Employment law may be set, but how it is interpreted and what is receiving the closest scrutiny can quickly change. At this seminar, you'll learn about recent case studies that give clear indications of what federal agencies and the courts are focusing on today. Learn to recognize the red flags for trouble that exist in your organization before they cause problems, such as fines and court cases.

Unsure of where you stand with Employment Law?



Wonder what the courts are closely looking at now?



You won't find a better, more comprehensive seminar than this one.



For yours and your company's protection, enroll now!

**YOUR SATISFACTION IS GUARANTEED — PERIOD**

All of our seminars are **100% SATISFACTION GUARANTEED!** We are confident this seminar will provide you with the information you need to help safeguard your company from lawsuits, fines and judgments. 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*.

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# 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.

## 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 [pryor.com/faq](http://pryor.com/faq).
- Please, no audio or video recording.
- 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 4 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 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 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](http://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](http://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 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](http://shrmcertification.org).

## Completion & Continuing Education Certificates

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

## ONSITE TRAINING

### Get the Results You're Looking for!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

### Choose from Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

### Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

### Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation, visit us online at [pryor.com/onsite](http://pryor.com/onsite) or call us at 1-800-944-8503

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SEMINAR

Seminar City: \_\_\_\_\_

**1**

Seminar Date: \_\_\_\_\_ City Event #: \_\_\_\_\_

YOUR ORGANIZATION

Organization: \_\_\_\_\_

**2**

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

Approving Mgr's Name:  Mr.  Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_  Business  Home

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

WHO WILL BE ATTENDING

Mr. \_\_\_\_\_

Ms. \_\_\_\_\_

**3**

Job Title: \_\_\_\_\_

Email (required): \_\_\_\_\_  Business  Home

Mr. \_\_\_\_\_

Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email (required): \_\_\_\_\_  Business  Home

Please list additional names on a separate sheet.

METHOD OF PAYMENT

**4**

**Important: Send your payment now. Tuition is due before the workshop.** Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (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).

**Please check one of the following:**

1.  Registration fee enclosed. Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

2.  Our Purchase Order is attached. P.O. # \_\_\_\_\_

3.  Bill my organization. Attention: \_\_\_\_\_

4.  Charge to:  AmEx  Discover  MC  Visa Exp. Date: \_\_\_\_\_

Acct. #: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Tax-Exempt #: \_\_\_\_\_

Please attach a copy of your Tax-Exempt Certificate for payment processing.

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

**REGISTRATION FORM — EMPLOYMENT LAW**