

EMPLOYMENT LAW CERTIFICATE SERIES

*A Comprehensive Course in
HR Compliance*

Presented by The Employers Association and the
Charlotte Area Chapter of the Society for Human Resource Management
in conjunction with the law firm of
Ogletree, Deakins, Nash, Smoak & Stewart, P.C.



2ND

Thursday of Every Month

Beginning January 2012

8:30 a.m. - 12:30 p.m.

(Continental breakfast begins at 8:00 a.m.)

The Employers Association • 3020 West Arrowood Road • Charlotte, NC

Standard Price \$799; CASHRM and TEA Members \$749

This program has been approved for recertification hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be preapproved for recertification credit. For more information about certification or recertification please visit the HRCI homepage at www.hrci.org.



OVERVIEW

The Employment Law Certificate Series is designed to provide a thorough, convenient and cost-effective way to acquire sound knowledge about complex employment laws that impact virtually every employment-related decision.

This intensive eleven-session series will be conducted by attorneys from Ogletree, Deakins, Nash, Smoak & Stewart, P.C. at The Employers Association on the second Thursday of every month from 8:30 a.m. until 12:30 p.m., beginning January 2012. The seminar will be presented by labor and employment law attorneys primarily from the Ogletree law firm's Charlotte, North Carolina office. Instruction will focus on the steps participants can take to cope with the requirements of various laws and regulations.

Each seminar day will provide four hours of practical, current and comprehensive information on a specific employment law issue. Subjects will include dealing with state and federal regulatory agencies and their requirements, compliance reviews, minimizing exposure to litigation, dealing with troublesome employees, developing policies and handbooks, EEO compliance, privacy, and litigation strategies if your company is sued.

Comprehensive reference materials will be provided for participants on each day of instruction. Certified human resource professionals who attend every session will receive 40 hours of recertification credit from the Human Resource Certification Institute.

AGENDA

January 12, 2012: Equal Employment Opportunity Compliance

- Introduction to Employment Law
- Overview of Discrimination Laws
- Solutions to Harassment Problems
- The Concepts of Disparate Treatment and Disparate Impact

February 9, 2012: Labor Laws: The Employer's and Employee's Rights and Obligations Under the National Labor Relations Act

- Overview of the Act including Portions that Apply to All Employers
- The Tension Between Free Speech (§8(c)) and Restriction on Speech (§8(a)(1))
- Discrimination Provisions of the Act (§8(a)(3))
- Collective Bargaining (§§8(a)5, 8(d))
- Enforcement Procedures and Remedies

March 8, 2012: Handbooks, Policies and Other HR Communications

- NC/SC State Laws Affecting Handbooks
- Beyond Handbooks: What Other Writings or Communications Can Bind An Employer?
- What Every Handbook Must (or at least should) Contain
- Handbooks and Policies Best Practices

April 12, 2012: Employer's Responsibilities Under the ADA and FMLA

- Americans with Disabilities Act (ADA)
- Family and Medical Leave Act (FMLA)
- Other Pertinent Leave and Disability Laws

May 10, 2012: Basic Benefits Compliance

- Welfare Benefit Plans
- Pension Plans
- Nonqualified Plans

Employment Law Certificate Series

This series is designed specifically for HR professionals and managers who want more in-depth knowledge about legal issues in employment.

A minimum of eight courses are required to earn the certificate.

Testimonials from other certificate programs:

"This class is enhancing my skill set with important, pertinent information."

"Very good detailed and thought provoking information and advice."

"Examples were real life so it was easier to understand how the law works."

Second Thursday of Each Month

June 14, 2012: Federal Affirmative Action Laws and Immigration Compliance

- Coverage and Requirements of Federal Affirmative Action Laws/Regulations Monitored by the OFCCP
- Supplemental Affirmative Action Requirements
- Internet Applicants and Recordkeeping
- Immigrant and Nonimmigrant Categories
- I-9 Recordkeeping Requirements
- Recent Developments in Business Immigration Issues

July 12, 2012: Lawful Requirements Under Workers' Compensation

- North and South Carolina Workers' Compensation Laws
- Recognizing and Avoiding Fraud
- Handling Claims
- Return to Work and Light Duty
- New Developments in Workers' Compensation Laws

August 9, 2012: OSHA/NC and SC Unemployment Compensation Laws

- Overview of Federal and North Carolina and South Carolina OSH Acts
- Review of Generally Applicable Standards and Regulations
- Overview of North Carolina and South Carolina Unemployment Compensation Laws
- Responding to Unemployment Claims

September 13, 2012: Federal/State Wage-Hour Laws

- Common "Hours Worked" Issues
- The Regular Rate for Overtime Purposes
- Proper and Improper Deductions From Pay
- Emphasis on White Collar Exemptions and Other Problem Areas

October 11, 2012: Special Employment Issues ... Privacy, Defamation, Reference Checks, and Company Security

- Avoiding and Defending Defamation and Privacy Issues
- Dealing with E-Mail, Blogging, and Other Internet Issues
- Hiring Employees and Conducting Reference Checks
- Avoiding Workplace Violence

November 8, 2012: Graduation Breakfast/Update and Review



REGISTRATION

Employment Law Certificate Series

By Phone:
(704) 522-8011

Online:
www.employersassoc.com

By Mail:
Complete the information below and send to:
The Employers Association
3020 West Arrowood Road
Charlotte, NC 28273

Date:
Second Thursday of each month
beginning January 12, 2012

Time:
8:30 a.m. - 12:30 p.m.
(Continental breakfast begins at 8:00 a.m.)

Location:
The Employers Association
3020 West Arrowood Road
Charlotte, NC 28273



Cost:
Standard Price \$799; TEA and CASHRM Members \$749
(Includes materials and continental breakfast)
Check payable to The Employers Association

Name: _____
Address: _____
City/State/Zip: _____
Phone (daytime): _____ (evening): _____
Email: _____

Check Payable to The Employers Association

Charge: VISA Mastercard AmEx Discover

Card # _____ V-Code (See front or back of card for 3 or 4 digit number): _____

Exp. _____ Signature: _____

Name and address as it appears on statement: _____

Company Billing: P.O.# _____

Company Name: _____

Address: _____

City/State/Zip: _____

PROFILES

The Employers Association (TEA) has been serving as a trusted resource for human resources, consulting, and training services to the greater Carolinas business communities for more than 50 years. TEA is a business association of more than 860 member organizations of all industries and sizes. Offering services to nearly 190,000 individuals within those organizations, TEA is also part of a national network of sister associations called The Employer Associations of America. Through its professional staff and wide range of valuable services, TEA helps organizations hire and retain the best people and create and maintain positive work environments.

Charlotte Area Chapter of the Society for Human Resource Management (CASHRM) is an organization for human resource professionals dedicated to enhancing its members' individual professional growth, facilitating the sharing of information, and

encouraging high ethical standards. Its membership totals over 400 human resource professionals representing over 150 companies and other organizations from the greater Charlotte area.

Ogletree, Deakins, Nash, Smoak & Stewart, P.C. is the largest labor and employment law firm in the Carolinas, and the third largest in the nation, representing management in all types of employment-related legal matters. The firm has 600 lawyers in offices in 40 locations and represents a diverse range of clients, including more than half of the Fortune 50 corporations in the U.S.

The firm works closely with HR professionals, business executives and in-house counsel to address legal issues in the workplace.

Space is limited; please register early. We look forward to seeing you!
Questions? Contact The Employers Association at (704) 522-8011.