



LIVE SEMINAR

Employment Law



THIS SEMINAR AT A GLANCE:

- Laws, court decisions, basic requirements and current parameters regarding the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA)
- Essential EEOC Documentation and BFOQ Standards
- Remain compliant according to the Fair Labor Standards Act (FLSA) Wage and Hour Laws
- Discover new legal thinking on employment-at-will, hiring, disciplining and firing
- Updates on Interviewing, Hiring and Records Retention
- Employee Privacy “hot spots”

Employment Law

S E M I N A R S U M M A R Y



Stay up-to-date and compliant with the latest developments in labor and employment law

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

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

Who should attend?

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

PROGRAM AGENDA

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
- Recent rulings and where the law's laser-focus is scrutinizing EEOC compliance today
- The #1 thing you can do to ensure 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 and home-based workers
- 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

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 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

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

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