

This course has been approved for Minimum Continuing Legal Education credit by the State Bar of Texas Committee on MCLE in the amount of 6.50 hours, of which 0.00 credit hours will apply to legal ethics/professional responsibility credit

## 2004 PRACTICE SKILLS & ADVOCACY SEMINARS



**EFFECTIVE DEPOSITION TECHNIQUES** Thursday, September 16, 2004 - Belo Mansion, Dallas

Thursday, October 7, 2004 - Crowne Plaza Hotel, Houston Thursday, December 2, 2004 - The Eidman Courtroom, UT Law School, Austin

Depositions are crucial to almost every civil case. However, most lawyers are left to their own devices in figuring out how to conduct effective depositions, since neither law school nor post graduate training programs cover this vital area of practice. This program includes a mix of lecture and practical demonstrations; both Texas and federal law will be emphasized. Plaintiff and Defense's goals and strategies will be covered.



## WINNING JURY TRIALS

Friday, September 17, 2004 - Belo Mansion, Dallas Friday, October 8, 2004 - Crowne Plaza Hotel, Houston Friday, December 3, 2004 - The Eidman Courtroom, Austin

The University of Texas School of Law is pleased to present "Winning Jury Trials," a seminar designed for young lawyers, the young at heart, and those who just want a review of the real nuts and bolts of how to try a civil case in today's complex legal environment. This course goes beyond academics and talks about the real world courtroom and how to WIN in it. You will be mentored by top Texas trial lawyers with proven track records of victory and decades of trial experience. Definitely a can't-miss-experience for those getting ready for their first trial.

## **Essential Employment Law Handbook:**

The Definitive Resource Guide for Employment Lawyers and HR Professionals

Unsure how to handle the changing definition of sexual harassment? Or what to do when a discrimination charge has been filed? Written by two experienced practitioners, the Essential Employment Law Handbook addresses critical employment law issues such as employment "at will," workers' comp, discrimination issues, reductions in force, wage and hour violations, and retaliation. It also includes personnel guidelines, sample policy forms, and handbook recommendations that you can immediately implement.

> The Essential Employment Law Handbook is automatically provided to conference registrants.

2004 SHORT COURSE SAN THE Ğ Z ΑΥ/ΕΟΙ EMPLOYMENT LAW: Houston  $\Box$ Ō C **ESSENTIAL** 

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# **Essential Employment Law:** The Short Course 2004

Earn up to 6.50 Hours of Credit



## **One-Day Course** • Four Cities

September 17, 2004 • Belo Mansion • Dallas September 24, 2004 • Crowne Plaza Hotel • Houston October 8, 2004 • Eidman Courtroom UT School of Law • Austin October 15, 2004 • The Hyatt San Antonio • San Antonio

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## **ESSENTIAL EMPLOYMENT LAW:**

## THE SHORT COURSE 2004

September 17, 2004 • Belo Mansion • Dallas September 24, 2004 • Crowne Plaza Hotel • Houston October 8, 2004 • Fidman Courtroom UT School of Law • Austin October 15, 2004 • The Hyatt San Antonio • San Antonio

## About the Seminar

Essential Employment Law is designed to provide an overview and update of employment law in Texas in a focused one-day program taught by an accomplished and engaging faculty. Employment "at will," workers' comp, discrimination issues, reductions in force, sexual harassment, wage and hour violations, retaliation - it's all here, in a single day. The focus is practical, with detailed written materials, forms, sample employment contracts, handbook recommendations, and examples. Ideal for corporate counsel, HR professionals, general practitioners, and beginning and intermediate employment lawyers.

## Instructors

Connie L. Cornell, PHR, is Board Certified in Labor and Employment Law by the Texas Board of Legal Specialization and is also certified as a Professional in Human Resources by the National Society for Human Resource Management. She is a cofounder of Cornell Smith & Mierl, LLP.

Michael W. Fox is a partner in the Austin office of Ogletree, Deakins, Nash, Smoak & Stewart, P.C., a national labor and employment law firm. He has represented employers in employment law matters for more than 25 years, including the first male-on-male sexual harassment jury trial in the state.

Logations / Accommodations

Locations/Accommodations			
Dallas: Location Belo Mansion 2101 Ross Avenue • Dallas, TX 75201 214-220-7400	Accommodations Westin City Center Dallas 650 North Pearl Street • Dallas, TX 75201 214-979-9000 \$159 single/double through Aug. 30, 2004		
Austin: Location	Accommodations		
Eidman Courtroom	Mansion at Judges' Hill		
UT School of Law	1900 Rio Grande • Austin, TX 78705		
727 East Dean Keeton St. • Austin, TX 78705	800-311-1619		
512-475-6700	\$80 nightly special through Sept. 7, 2004		
Houston:	San Antonio:		
Crowne Plaza	Hyatt San Antonio		
1700 Smith Street • Houston, TX 77002	123 Lasoya Street • San Antonio, TX 78205		
713-739-8800	210-222-1234		
\$119 single/double through Sept. 1, 2004	\$165 single/double though Sept. 20, 2004		

### 7:45 a.m. Registration Opens Includes continental breakfast

### 8:20 a.m. Welcoming Remarks

### 8:30 a.m. Texas is an "At-Will" State... So Why Document? (0.50 hour)

An overview of the employment "at will" doctrine and its many exceptions. Understanding why documenting the reasons for a termination decision is critical even if the employee can be terminated "at will."

#### 9:00 a.m. Workplace Romance: How Harassment Law Turns Human Resources into Dating Referees (0.75 hour)

What is the line between flirting and harassment? What if co-workers are dating and then break up? What if it happens after work at a restaurant or the employee's apartment? What if non-employees are involved? What about no-dating policies? What is a love contract? Learn the answers to all this and more.

#### 9:45 a.m. Investigating Sensitive Employment Complaints (0.75 hour)

The investigation of an employee's complaint may be critical to an employer's only means of avoiding liability. The investigator may be a witness and the notes may be evidence. Learn how to investigate and document the process.

## 10:30 a.m. BREAK

### 10:45 a.m. Defensive Drafting: Handbooks & Forms (1.00 hour)

Avoiding the most common mistakes in drafting employee handbooks and learn the latest in drafting policies that will enhance the employer's defenses. What other human resource forms can help support the company's defenses and prove good faith efforts to comply?

## 11:45 a.m. Lunch on your own

### 1:00 p.m. Common Claims Against Managers & the Company (1.00 hour)

Can a bad performance review be slander? What about terminating an employee for theft? Is there ever an obligation to give a reference on a former employee? How can a handshake get a manager sued for assault? What is intentional infliction of emotional distress? Can employee violence really be prevented? Is negligent retention really a cause of action?

## 2:00 p.m. Planning and Implementing Reductions In Force (1.00 hour)

A step by step guide to implementing reductions in force: establishing the goal, training the decision makers, selecting the affected employees, complying with WARN, and delivering the message.

## 3:00 p.m. BREAK

## 3:15 p.m. Reducing Costs of Employment Law Claims (0.50 hour)

What are the pros and cons of arbitration programs and what options are available? What is employment practices liability insurance? Is the unemployment compensation claim worth fighting? When should a release be requested?

## 3:45 p.m. Compensation: The New FLSA Regulations & Much More (1.00 hour)

Learn the most common mistakes in drafting commission & bonus policies. Get introduced to the new regulations under the Fair Labor Standards Act and learn about exempt / nonexempt status, formulas for calculating overtime, and when an employee's pay can be docked.

Mail this registration form ..... The University of Attn: PLEASE PRINT CLEA Bar Card# \_\_\_\_\_ Name [ Mr. / Ms. Firm \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail Address **REGISTRATION** - Incl DALLAS - Fr Registration HOUSTON -Registration AUSTIN - Fri Registration SAN ANTON Registration

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4:45 p.m. Adjourn

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n Fee after Wed., September 29, 2004	\$250.00 <b>\$200.00</b>

## CONFERENCE PUBLICATIONS AND MEDIA

	aw Handbook			
CD - PDF format, available August 15, 2004 \$125.00/\$50.00 None, \$50 with registration or purchase of Course Book or Audio CD Set)				
D, includes eBinder, available	e November 1, 2004 \$175.00			
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