

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.

AUSTIN

September 8, 2005

CONFERENCE LOCATION



Hyatt Regency on Town Lake

208 Barton Springs

Austin, TX 78704

800-233-1234

Room Rate:

\$119 (subject to availability)

good through **August 16, 2005**

Parking:

\$4 self-parking

(subject to change)

SAN ANTONIO

September 22, 2005

CONFERENCE LOCATION



Hyatt Regency Riverwalk

123 Losoya St.

San Antonio, TX 78205

800-233-1234

Room Rate:

\$159 (subject to availability)

good through **August 22, 2005**

Parking:


\$17.26 self-parking

(subject to change)

DALLAS

September 15, 2005

CONFERENCE LOCATION



The Fairmont Dallas

1717 N. Akard St.

Dallas, TX 75201

214-720-5290

Room Rate:

\$139 (subject to availability)

good through **August 15, 2005**

Parking:

\$12 valet only

(subject to change)

HOUSTON

October 6, 2005

CONFERENCE LOCATION



Hilton Americas - Houston

1600 Lamar

Houston, TX 77010

713-739-8000

For **room accommodations**, please call

the Four Seasons Hotel at 713-652-6266.

The Four Seasons Hotel is one block

away from the Hilton Americas-Houston.

Parking:

\$12 valet

(subject to change)

Essential Employment Law Handbook:

*The Definitive Resource Guide for*

*Employment Lawyers and HR Professionals*

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(The Handbook is automatically provided to conference registrants.)

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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, 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.

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? The *Essential Employment Law Handbook* addresses critical employment law issues such as employment “at will,” workers’ comp, discrimination issues, 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.*

7:45 a.m.	<b>Registration Opens</b> Includes continental breakfast.
8:20 a.m.	<b>Welcoming Remarks</b>
8:30 a.m.	<b>Texas is an “At-Will” State... So Why Worry? (0.75 hour)</b> An overview of the legal aspects of the employment relationship. Answering the client or the supervisor who thinks employment law begins and ends with “employment at will.” 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?
9:15 a.m.	<b>Discrimination, Harassment and Retaliation (1.00 hour)</b> Understanding the difference between disparate treatment and disparate impact and why it matters. Why do you need to know about the “shifting burden of proof”? How can you prevent liability for harassment even after it occurs? Why is retaliation the most dangerous cause of action and what you can do about it?
10:15 a.m.	<b>Break</b>
10:30 a.m.	<b>Compensation: Wage and Hour &amp; Much More (1.00 hour)</b> Learn the basics of wage and hour law, including the impact of the new regulations under the Fair Labor Standards Act, who is exempt and who is not, and what difference it makes. Formulas for calculating overtime, what is working time, and how to prevent the most common mistakes in drafting commission and bonus policies.
11:30 p.m.	<b>The Rest of the Story (0.50 hour)</b> Family Medical Leave Act, the Payday Act, the WARN Act, unemployment claims and many other legal pitfalls govern everyday actions between employers and employees. Be sure that you know what situations are covered.
12:00 p.m.	<b>Lunch on your own</b>
1:15 p.m.	<b>Hiring/Firing/Discipline/Documentation (1.00 hour)</b> The basics of managing employees. Your policies and how you implement them can have legal consequences. Learn the best practices to make sure you minimize the number of problems and maximize your chances of successfully defending your actions when challenged.
2:15 p.m.	<b>Defensive Drafting: Handbooks &amp; Forms (0.75 hour)</b> 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?
3:00 p.m.	<b>BREAK</b>
3:15 p.m.	<b>Investigating Sensitive Employment Complaints (0.75 hour)</b> 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.
4:00 p.m.	<b>Reducing Costs of Employment Law Claims (0.75 hour)</b> 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?
4:45 p.m.	<b>Adjourn</b>

Mail this registration form or fax a copy to: **(512) 475-6876**

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The University of Texas School of Law • Office of Continuing Legal Education  
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REGISTRATION: *Includes Course Book—Essential Employment Law Handbook.*

☐ **AUSTIN—Thurs., September 8, 2005** ..... **\$200.00**

☐ Registration Fee after Wed., August 31, 2005 ..... \$250.00

☐ **DALLAS—Thurs., September 15, 2005** ..... **\$200.00**

☐ Registration Fee after Wed., September 7, 2005 ..... \$250.00

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☐ **HOUSTON—Thurs., October 6, 2005** ..... **\$200.00**

☐ Registration Fee after Wed., September 28, 2005 ..... \$250.00

CONFERENCE PUBLICATIONS AND MEDIA

☐ *Essential Employment Law Handbook w/o Conf. Registration* .... \$125.00  
Available Sept.15, 2005 (over 250+ pages)

☐ eBinder on CD (PDF format), available Sept. 15, 2005 ..... \$125.00/\$50.00  
(\$125 purchased alone, \$50 with registration or purchase of Course Book or Audio CD Set)

☐ Audio CD Set, available Nov. 1, 2005 ..... \$125.00

☐ DVD: Includes all conference sessions (available Nov. 1) ..... \$170.00

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