

# ESSENTIAL EMPLOYMENT LAW: A PRACTICAL COURSE IN THE BASICS

Earn up to 6.50 Hours of MCLE Credit  
PHR, SPHR, and GPHR Recertification Credit Expected



*Ideal for HR professionals and lawyers new to the practice.*

HOUSTON

Friday, September 28, 2007

Doubletree Hotel Houston Downtown

DALLAS

Friday, October 5, 2007

Cityplace Conference Center

AUSTIN

Wednesday, November 7, 2007

InterContinental Stephen F. Austin Hotel

# ESSENTIAL EMPLOYMENT LAW: A PRACTICAL COURSE IN THE BASICS

September 28, 2007 • Doubletree Hotel Houston Downtown • Houston

October 5, 2007 • Cityplace Conference Center • Dallas

November 7, 2007 • InterContinental Stephen F. Austin Hotel • Austin

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<b>MORNING</b>			
<b>7:45 a.m.</b>	<b>Registration Opens</b>		
Includes continental breakfast.			
<b>8:20 a.m.</b>	<b>Welcoming Remarks</b>		
<b>THE LAW: THE BASICS</b>			
<b>8:30 a.m.</b>		<b>.75 hr</b>	
<b>Texas is an "At-Will" State . . . So Why Worry?</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?			
<b>9:15 a.m.</b>		<b>1.00 hr</b>	
<b>Discrimination, Harassment and Retaliation</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 can you do about it?			
<b>10:15 a.m.</b>	<b>Break</b>		
<b>10:30 a.m.</b>		<b>1.00 hr</b>	
<b>Compensation: Wage and Hour &amp; Much More</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.			
<b>11:30 a.m.</b>		<b>.50 hr</b>	
<b>The Rest of the Story</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.			
<b>AFTERNOON</b>			
<b>12:00 p.m.</b>	<b>Lunch on Your Own</b>		
<b>PRACTICAL APPLICATION</b>			
<b>1:15 p.m.</b>		<b>1.00 hr</b>	
<b>Hiring/Firing/Discipline/Documentation</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.			
<b>2:15 p.m.</b>		<b>.75 hr</b>	
<b>Defensive Drafting: Handbooks &amp; Forms</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?			
<b>3:00 p.m.</b>	<b>Break</b>		
<b>3:15 p.m.</b>		<b>.75 hr</b>	
<b>Investigating Sensitive Employment Complaints</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.			
<b>4:00 p.m.</b>		<b>.75 hr</b>	
<b>Annual Performance Reviews</b>			
What are the pros and cons of evaluations systems? How do you avoid grade inflation? Are they really worth it?			
<b>4:45 p.m.</b>	<b>Adjourn</b>		
<b>About the Seminar</b>			
Essential Employment Law is designed to provide an overview and update of employment law in Texas in a focused one-day program. Employment "at will," discrimination issues, 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 HR professionals and beginning employment lawyers.			
<b>INSTRUCTOR INFORMATION</b>			
<b>Connie L. Cornell, PHR</b> , 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.			
<b>Michael W. Fox</b> 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 30 years, including the first male-on-male sexual harassment jury trial in the state.			
<b>Steve L. Mierl</b> is a partner with Cornell Smith & Mierl, LLP. His practice includes all areas of employment litigation, and employer consulting on issues arising from hiring through termination, administrative proceedings, dispute resolution, contract and document drafting, and management training.			

## COMMENTS FROM PAST SEMINARS:

*"This was the best CLE I have ever attended—very practical and not stuck in theory academics. Great speakers, perfect pace!"*

*"Offered great suggestions for employee handbook—very useful information."*

*"Felt like two days of info were given in one day!"*

*"Program incredibly informative on both law and practical applications."*

*"Excellent program—this is my second year to attend."*

*"Better speakers and written materials than the advanced employment law seminars that I would usually attend—easy listening and good combination of law/ practice tips."*

## ESSENTIAL EMPLOYMENT LAW COURSE BOOK

***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," discrimination issues, wage and hour violations, and retaliation. It also includes personnel guidelines, sample policy forms, and handbook recommendations that you can immediately implement.

**Only \$125—See order form.**

*(The course book is automatically provided to conference registrants.)*

## REGISTRATION FOR EE07

### Mail this registration form to:

The University of Texas School of Law, Attn. EE07

P.O. Box 7759, Austin, TX 78713-7759 **or fax a copy to: (512) 475-6876**

Online registration available at [www.utcle.org](http://www.utcle.org)

### PLEASE PRINT CLEARLY

Bar Card# \_\_\_\_\_ ☐ TX ☐ Other State: \_\_\_\_\_ ☐ N/A

Name [ Mr. / Ms. ] \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Registrant's Email (required) \_\_\_\_\_

Assistant's Email (optional) \_\_\_\_\_

Invoices, confirmations and receipts are emailed to these addresses.

### REGISTRATION:

*Includes Course Book*

#### HOUSTON—FRIDAY, SEPTEMBER 28, 2007

- ☐ Early Registration Fee due by Wednesday, Sept. 19, 2007 ..... \$225.00
- ☐ Registration Fee after Wednesday, Sept. 19, 2007 ..... \$275.00

#### DALLAS—FRIDAY, OCTOBER 5, 2007

- ☐ Early Registration Fee due by Wednesday, Sept. 26, 2007 ..... \$225.00
- ☐ Registration Fee after Wednesday, Sept. 26, 2007 ..... \$275.00

#### AUSTIN—WEDNESDAY, NOVEMBER 7, 2007

- ☐ Early Registration Fee due by Wednesday, Oct. 31, 2007 ..... \$225.00
- ☐ Registration Fee after Wednesday, Oct. 31, 2007 ..... \$275.00

### CONFERENCE PUBLICATIONS AND MEDIA

*Allow 2-4 weeks from conference date for delivery.*

- ☐ Essential Employment Law Course Book WITHOUT Conference Registration \$125.00

*Note: Conference registration includes Course Book.*

- ☐ Audio CD Set ..... \$175.00

- ☐ eBinder on CD (PDF format) ..... \$125.00/\$50.00

*(\$125 purchased alone, \$50 with registration or purchase of Course Book or Audio CD Set)*

### In-House CLE: Bring the conference in-house and learn at your convenience.

*Allow 2-4 weeks from conference date for delivery.*

- ☐ In-House CLE for 2 includes Audio CD Set and Course Book ..... \$500.00
- \_\_\_\_\_ Add participants (includes Course Book) for \$125 each ..... \$ \_\_\_\_\_

TOTAL ENCLOSED ..... \$ \_\_\_\_\_

### METHOD OF PAYMENT

- ☐ Check (make checks payable to: The University of Texas at Austin)
- ☐ VISA or ☐ Mastercard (sorry, no AMEX or Discover)

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_/\_\_\_\_\_  
Exp. Date (mm/yy)

## HOUSTON

September 28, 2007  
CONFERENCE LOCATION



### Doubletree Hotel Houston Downtown

400 Dallas Street  
Houston, TX 77002  
713-759-0202

#### SPECIAL RATE \$155

(subject to availability)  
good through August 29, 2007

Valet Parking Only: \$10 visitor;  
\$22 overnight

#### KEY DATES

##### Registration & Cancellation

Sept. 19, 2007–5 p.m.

*last day for early registration*  
add \$50 for registrations  
received after this time

Sept. 21, 2007–5 p.m.

*last day for full refund*

Sept. 24, 2007–5 p.m.

*last day for partial refunds*  
\$50 processing fee applied

Sept. 28, 2007–8:30 a.m.

*Houston conference begins*

## DALLAS

October 5, 2007  
CONFERENCE LOCATION



### Cityplace Conference Center

2711 North Haskell Avenue  
Dallas, TX 75024  
214-515-5100

Parking: complimentary  
with validation

#### KEY DATES

##### Registration & Cancellation

Sept. 26, 2007–5 p.m.

*last day for early registration*  
add \$50 for registrations  
received after this time

Sept. 28, 2007–5 p.m.

*last day for full refund*

Oct. 1, 2007–5 p.m.

*last day for partial refunds*  
\$50 processing fee applied

Oct. 5, 2007–8:30 a.m.

*Dallas conference begins*

## AUSTIN

November 7, 2007  
CONFERENCE LOCATION



### InterContinental Stephen F. Austin Hotel

701 Congress Avenue.  
Austin, TX 78701  
512-457-8800

#### SPECIAL RATE \$199

(subject to availability)  
good through October 16, 2007

Valet Parking Only: \$20  
(self-parking lots nearby)

#### KEY DATES

##### Registration & Cancellation

Oct. 31, 2007–5 p.m.

*last day for early registration*  
add \$50 for registrations received after this time

Nov. 2, 2007–5 p.m.

*last day for full refund*

Nov. 5, 2007–5 p.m.

*last day for partial refunds*  
\$50 processing fee applied

Sept. 7, 2007–8:30 a.m.

*Austin conference begins*

## Online Courses from UT Law

*Full participatory MCLE credit*

[www.utcle.org](http://www.utcle.org)

# UTCLE

THE UNIVERSITY OF TEXAS AT AUSTIN  
THE UNIVERSITY OF TEXAS SCHOOL OF LAW  
P.O. Box 7759 • Austin, TX 78713-7759

*This program is not printed or mailed at state expense.*

M  
C  
L  
E

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. The University of Texas School of Law is a State Bar of California approved MCLE provider (#1944).

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**NON-PROFIT-ORG**  
U.S. Postage Paid  
The University of  
Texas  
School of Law

E-mail us at

[utcle@law.utexas.edu](mailto:utcle@law.utexas.edu)

or call us at

512-475-6700

for more information