

2007 Essential Employment Law: A Practical Course in the Basics
September 7, 2007 • • Plano,
September 28, 2007 • Doubletree Hotel Houston Downtown • Houston, TX
October 5, 2007 • Cityplace Conference Center • Dallas, TX
October 19, 2007 • • San Antonio,
November 7, 2007 • InterContinental Stephen F. Austin Hotel • Austin, TX

Day 1 Morning

8:30 am In Houston, Dallas, Austin Only 0.75 hr	<p>Texas is an “At-Will” State . . . So Why Worry?</p> <p>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?</p> <p>Connie L. Cornell, Cornell Smith & Mierl, LLP - Austin, TX Michael W. Fox, Ogletree, Deakins, Nash, Smoak & Stewart, P.C. - Austin, TX Steven L. Mierl, Cornell Smith & Mierl - Austin, TX</p>
9:15 am In Houston, Dallas, Austin Only 1.00 hr	<p>Discrimination, Harassment and Retaliation</p> <p>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?</p>
10:30 am In Houston, Dallas, Austin Only 1.00 hr	<p>Compensation: Wage and Hour & Much More</p> <p>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.</p>
11:30 am In Houston, Dallas, Austin Only 0.50 hr	<p>The Rest of the Story</p> <p>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.</p>

Day 1 Afternoon

1:15 pm In Houston, Dallas, Austin Only 1.00 hr	<p>Hiring/Firing/Discipline/Documentation</p> <p>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.</p>
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2:15 pm In Houston, Dallas, Austin Only 0.75 hr	Defensive Drafting: Handbooks & Forms 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?
3:15 pm In Houston, Dallas, Austin Only 0.75 hr	Investigating Sensitive Employment Complaints 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 pm In Houston, Dallas, Austin Only 0.75 hr	Annual Performance Reviews What are the pros and cons of evaluations systems? How do you avoid grade inflation? Are they really worth it?