

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.

AUSTIN

Friday, August 29, 2008
Radisson Hotel and Suites

HOUSTON

Thursday, September 4, 2008
Four Seasons Hotel

DALLAS

Friday, September 26, 2008
Cityplace Conference Center

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MORNING			
7:45 a.m.	Registration Opens		
Includes continental breakfast.			
8:20 a.m.	Welcoming Remarks		
THE LAW: THE BASICS			
8:30 a.m.		.75 hr	
Texas is an "At-Will" State . . . So Why Worry?			
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.		1.00 hr	
Discrimination, Harassment and Retaliation			
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?			
10:15 a.m.	Break		
10:30 a.m.		1.00 hr	
Compensation: Wage and Hour & Much More			
Learn the basics of wage and hour law and why violations of the Fair Labor Standards Act have exploded. Among the areas covered: who is exempt and who is not, and what difference it makes; what is working time; how is overtime calculated; and what the most common mistakes are and how to avoid them.			
11:30 a.m.		.50 hr	
The Rest of the Story			
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.			
AFTERNOON			
12:00 p.m.	Lunch on Your Own		
PRACTICAL APPLICATION			
1:15 p.m.		1.00 hr	
Hiring/Firing/Discipline/Documentation			
The basics of managing employees. Recognize the vulnerable points in the employment relationship. 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.		.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?			
3:00 p.m.	Break		
3:15 p.m.		.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 p.m.		.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? What are the alternatives?			
4:45 p.m.	Adjourn		
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. 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.			
INSTRUCTOR INFORMATION			
Connie L. Cornell, PHR , is a founding partner of Cornell Smith & Mierl, LLP, an Austin labor and employment law firm. She 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.			
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 30 years, including the first male-on-male sexual harassment jury trial in the state.			

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!"

"Both presenters were awesome—knowledgeable, engaging and entertaining!"

"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 EE08

Mail this registration form to:

The University of Texas School of Law, Attn. EE08
P.O. Box 7759, Austin, TX 78713-7759 **or fax a copy to: (512) 475-6876**
Online registration available at 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

AUSTIN—FRIDAY, AUGUST 29, 2008

- ☐ Early Registration Fee due by Wednesday, Aug. 20, 2008 \$235.00
☐ Registration Fee after Wednesday, Aug. 20, 2008 \$285.00

HOUSTON—THURSDAY, SEPTEMBER 4, 2008

- ☐ Early Registration Fee due by Tuesday, Aug. 26, 2008 \$235.00
☐ Registration Fee after Tuesday, Aug. 26, 2008 \$285.00

DALLAS—FRIDAY, SEPTEMBER 26, 2008

- ☐ Early Registration Fee due by Wednesday, Sept. 17, 2008 \$235.00
☐ Registration Fee after Wednesday, Sept. 17, 2008 \$285.00

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)

AUSTIN

August 29, 2008

CONFERENCE LOCATION



Radisson Hotel & Suites Austin Lady Bird Lake

111 Cesar Chavez at Congress
Austin, TX 78701
1-888-201-1718
512-478-9611

Self-Parking: \$6 daily
(limited parking, subject to availability)

KEY DATES

Registration & Cancellation

Aug. 20, 2008–5 p.m.
last day for early registration
add \$50 for registrations
received after this time

Aug. 22, 2008–5 p.m.
last day for full refund

Aug. 25, 2008–5 p.m.
last day for partial refunds
\$50 processing fee applied

Aug. 29, 2008–8:30 a.m.
Austin conference begins

HOUSTON

September 4, 2008

CONFERENCE LOCATION



Four Seasons Hotel

1300 Lamar St
Houston, TX 77010
713-650-1300

Special Room Rate: \$230
good through August 13, 2008
(subject to availability)

Valet Parking Only: \$13 daily
(surface parking lots also nearby)

KEY DATES

Registration & Cancellation

Aug. 26, 2008–5 p.m.
last day for early registration
add \$50 for registrations
received after this time

Aug. 28, 2008–5 p.m.
last day for full refund

Sept. 2, 2008–5 p.m.
last day for partial refunds
\$50 processing fee applied

Sept. 4, 2008–8:30 a.m.
Houston conference begins

DALLAS

September 26, 2008

CONFERENCE LOCATION



Cityplace Conference Center

2711 North Haskell Avenue
Dallas, TX 75204
214-515-5100

Parking: complimentary
with validation

KEY DATES

Registration & Cancellation

Sept. 17, 2008–5 p.m.
last day for early registration
add \$50 for registrations
received after this time

Sept. 19, 2008–5 p.m.
last day for full refund

Sept. 22, 2008–5 p.m.
last day for partial refunds
\$50 processing fee applied

Sept. 26, 2008–8:30 a.m.
Dallas conference begins

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Full participatory MCLE credit

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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
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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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U.S. Postage Paid
The University of
Texas
School of Law

E-mail us at

utcle@law.utexas.edu

or call us at

512-475-6700

for more information