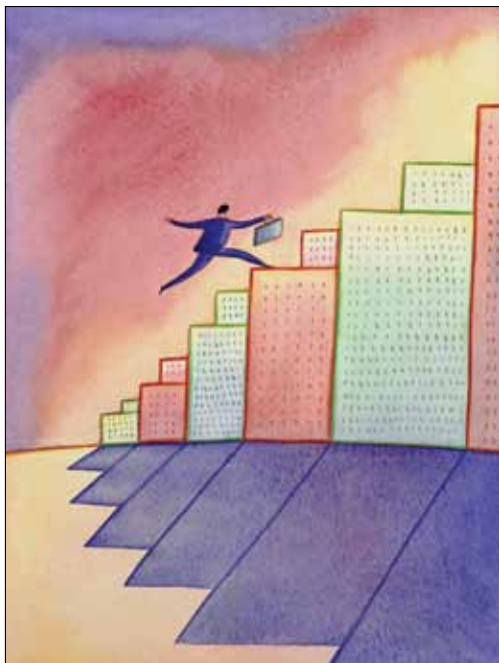


2009

# ESSENTIAL EMPLOYMENT LAW: A PRACTICAL COURSE IN THE BASICS



Stockbyte/Getty Images

September 10, 2009 • Four Seasons Hotel • Houston, Texas  
September 17, 2009 • Cityplace Conference Center • Dallas, Texas  
September 25, 2009 • Four Seasons Hotel • Austin, Texas

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

# 2009 ESSENTIAL EMPLOYMENT LAW

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## About Essential Employment Law

Essential Employment Law is designed to provide an overview and update of employment law in Texas in a one-day program. Learn best employment practices and come away with a full suite of detailed, written materials—forms, sample employment contracts, handbook recommendations, and more. This practical course is ideal for HR professionals and new entrants to the employment law field.

## Instructors

**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 shareholder in the Austin office of Ogletree Deakins, a national labor and employment law firm. He has represented employers in employment law matters for more than 30 years and is a Fellow in the College of Labor and Employment Lawyers.

## SCHEDULE

### MORNING

- 7:45 a.m. Registration Opens**  
Includes continental breakfast.
- 8:20 a.m. Welcoming Remarks**  
**THE LAW: THE BASICS**
- 8:30 a.m. Texas is an "At-Will" State...So Why Worry?.....75 hr**  
An overview of the legal aspects of the employment relationship and how tort law has been adapted in the workplace. 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. Discrimination, Harassment and Retaliation ..... 1.00 hr**  
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. Wage and Hour: An Old Law in a Modern World .....1.00 hr**  
Learn the basics of wage and hour law and why violations of the Fair Labor Standards Act have exploded. Among the areas covered are who is exempt and who is not, and what difference it makes. What is working time, how is overtime calculated and what are the most common mistakes and how to avoid them.
- 11:30 a.m. Family Medical Leave Act: The Other Major Entitlement Act .....50 hr**  
The FMLA was the first federal act that required an employer to provide time off for employees. Learn the basics of the law which has recently been expanded and seems likely to expand further.
- 12:00 p.m. Lunch on your Own**

## AFTERNOON

### PRACTICAL APPLICATION

- 1:15 p.m. Hiring/Firing/Discipline/Documentation .....1.00 hr**  
The basics of managing employees. Recognize the vulnerable points in the employment relationship and 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. Defensive Drafting: Handbooks & Forms .....75 hr**  
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. Investigating Sensitive Employment Complaints .....75 hr**  
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. Annual Performance Reviews .....75 hr**  
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**

## 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," discrimination issues, wage and hour violations, retaliation, FMLA and more. The focus is practical with detailed written materials—forms, sample employment contracts, and handbook recommendations—that you'll want to keep within reach for day-to-day use.

**Only \$125—see order form** (Handbook is provided to conference registrants)

## REGISTRATION FOR EE09

Mail this registration form to: The University of Texas School of Law, Attn. CLE—EE09  
P.O. Box 7759, Austin, TX 78713-7759 or fax a copy to: (512) 475-6876

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

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

Firm \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

### REGISTRATION (Includes Essential Employment Law Handbook)

☐ HOUSTON—Thursday, September 10, 2009

☐ Early Registration Fee due by September 1, 2009 ..... \$235.00

☐ Registration Fee after September 1, 2009 ..... \$285.00

☐ DALLAS—Thursday, September 17, 2009

☐ Early Registration Fee due by September 9, 2009 ..... \$235.00

☐ Registration Fee after September 9, 2009 ..... \$285.00

☐ AUSTIN—Friday, September 25, 2009

☐ Early Registration Fee due by September 16, 2009 ..... \$235.00

☐ Registration Fee after September 16, 2009 ..... \$285.00

### CONFERENCE PUBLICATIONS AND MEDIA *Allow 2–4 weeks from the conference date for delivery*

☐ Essential Employment Law Handbook WITHOUT Conference Registration ..... \$125.00

☐ Audio CD Set ..... \$175.00

☐ eBinder on CD (PDF format) ..... \$125.00/\$50.00  
(\$125 purchased alone, \$50 with registration or purchase of Handbook or Audio CD Set)

### IN-HOUSE CLE: Learn at your convenience. *Allow 2–4 weeks from the conference date for delivery.*

☐ In-House CLE for 2—Includes Audio CD Set and Handbook ..... \$500.00

\_\_\_\_\_ Add participants (includes Handbook) 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 number

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X \_\_\_\_\_

Authorized Signature

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Exp. Date (mm/yy)

## HOUSTON

September 10, 2009



### FOUR SEASONS HOTEL

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

September 1, 2009, 5 p.m.

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

September 2, 2009, 5 p.m.

*last day for full refund*

September 4, 2009, 5 p.m.

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

Thursday, September 10, 2009, 8:30 a.m.

*conference begins*

**Valet Parking:** \$10/day (subject to change)

## DALLAS

September 17, 2009



### CITYPLACE CONFERENCE CENTER

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

September 9, 2009, 5 p.m.

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

September 11, 2009, 5 p.m.

*last day for full refund*

September 14, 2009, 5 p.m.

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

Thursday, September 17, 2009, 8:30 a.m.

*conference begins*

**Parking:** complimentary (subject to change)

## AUSTIN

September 25, 2009



### FOUR SEASONS HOTEL

98 San Jacinto  
Austin, TX 78701  
512-685-8100

September 16, 2009, 5 p.m.

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

September 18, 2009, 5 p.m.

*last day for full refund*

September 21, 2009, 5 p.m.

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

Friday, September 25, 2009, 8:30 a.m.

*conference begins*

**Valet Parking:** \$10/day (subject to change)

## MCLE

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).



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.*

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or call us at  
**512-475-6700**  
for more information