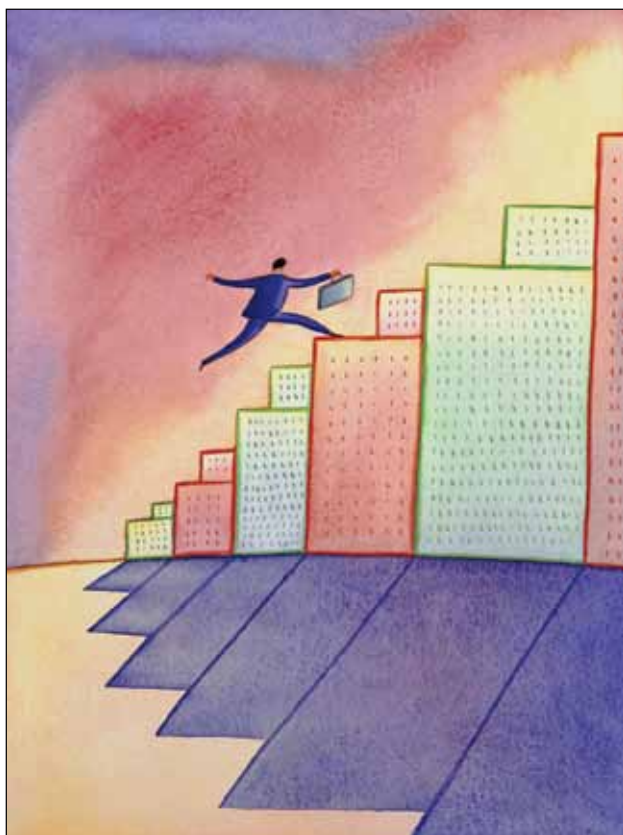


2010

ESSENTIAL EMPLOYMENT LAW

A Practical Course in the Basics



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DALLAS

October 13, 2010

Belo Mansion

AUSTIN

November 2, 2010

Thompson Conference Center

HOUSTON

November 18, 2010

Norris Conference Center
CityCentre

Earn up to 6.50 Hours of MCLE Credit

Specialization Credit Approved for Labor and Employment Law

PHR, SPHR and GPHR Recertification Credit Expected

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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 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. 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.

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 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. **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**

Wage and Hour: An Old Law in a Modern World

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 does it make? What is working time? How is overtime calculated? What are the most common mistakes and how do you avoid them?

11:30 a.m. **.50 hr**

Family Medical Leave Act (FMLA): The Other Major Entitlement Act

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. **1.00 hr**

Hiring/Firing/Discipline/Documentation

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. .75 hr

Defensive Drafting: Handbooks and Forms

Avoid 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 evaluation 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.

(The Handbook is provided to conference registrants)

REGISTRATION FOR EE10

Mail this registration form to:

The University of Texas School of Law, Attn. CLE—EE10

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

or register online: **www.utcle.org**

Questions? Call us at 512-475-6700

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 Essential Employment Law Handbook)

☐ DALLAS—Wednesday, October 13, 2010

☐ Early Registration Fee due by Monday, October 4, 2010 \$235

☐ Registration Fee after Monday, October 4, 2010 \$285

☐ AUSTIN—Tuesday, November 2, 2010

☐ Early Registration Fee due by Monday, October 25, 2010 \$235

☐ Registration Fee after Monday, October 25, 2010 \$285

☐ HOUSTON—Thursday, November 18, 2010

☐ Early Registration Fee due by Wednesday, November 10, 2010 \$235

☐ Registration Fee after Wednesday, November 10, 2010 \$285

CONFERENCE PUBLICATIONS AND MEDIA *Allow 3–5 weeks from the conference date for delivery*

☐ Essential Employment Law Handbook WITHOUT Conference Registration \$125

☐ Audio MP3 Speeches on CD \$85

☐ Audio CD Set \$150

☐ eBinder on CD (PDF format) \$125/\$50

(\$125 purchased alone, \$50 with Registration or purchase of Handbook or Audio CD Set)

IN-HOUSE CLE: Learn at your convenience. *Allow 3–5 weeks from the conference date for delivery.*

☐ In-House CLE for 2—Includes Audio CD Set and Handbooks \$500

_____ 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)

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2010 ESSENTIAL EMPLOYMENT LAW: A PRACTICAL COURSE IN THE BASICS

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E-mail us at

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or call us at

512-475-6700

for more information

DALLAS

Wednesday
October 13, 2010

CONFERENCE LOCATION



Belo Mansion
2101 Ross Avenue
Dallas, TX 75201
214-220-0239

Parking:

\$3 per day for Dallas Bar Members;
\$7 per day for Non-Dallas Bar members
(subject to change)

KEY DATES

October 4, 2010

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

October 6, 2010

last day for full refund

October 8, 2010

last day for partial refunds
\$50 processing fee applied

October 13, 2010, 8:30 a.m.
seminar begins

AUSTIN

Tuesday
November 2, 2010

CONFERENCE LOCATION



Thompson Conference Center
2405 Robert Dedman Drive
Austin, TX 78712
512-471-3121

Parking:

Complimentary self-parking
(subject to change)

KEY DATES

October 25, 2010

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

October 27, 2010

last day for full refund

October 29, 2010

last day for partial refunds
\$50 processing fee applied

November 2, 2010, 8:30 a.m.
seminar begins

HOUSTON

Thursday
November 18, 2010

CONFERENCE LOCATION



Norris Conference Center – CityCentre
803 Town and Country Blvd.
Houston, TX 77024
713-590-0950

Parking:

Complimentary self-parking
(subject to change)

KEY DATES

November 10, 2010

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

November 12, 2010

last day for full refund

November 15, 2010

last day for partial refunds
\$50 processing fee applied

November 18, 2010, 8:30 a.m.
seminar begins

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).