

2011

ESSENTIAL EMPLOYMENT LAW

A Practical Course in the Basics



ImageZoo Illustration

AUSTIN

September 15, 2011
Four Seasons Hotel

HOUSTON

September 22, 2011
Hyatt Regency

DALLAS

October 12, 2011
Belo Mansion

Earn up to 6.50 Hours of MCLE Credit

Specialization Credit Approved for Labor and Employment Law, and Civil Trial 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 been amended to cover additional types of leave.

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

ACCREDITATION

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), and an Oklahoma Bar Association MCLE presumptively-approved provider (#169).

Legal Specialization Credit Approved for Labor and Employment Law, and Civil Trial Law

PHR, SPHR and GPHR Recertification Credit Expected

7.00 Hours of Texas CPE for CPAs (Sponsor #250)

REGISTRATION FOR EE11

Mail this registration form to:

The University of Texas School of Law, Attn. CLE—EE11

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

- ☐ AUSTIN—Thursday, September 15, 2011
- ☐ Early Registration Fee due by Wednesday, September 7, 2011\$250
- ☐ Registration Fee after Wednesday, September 7, 2011\$300
- ☐ HOUSTON—Thursday, September 22, 2011
- ☐ Early Registration Fee due by Wednesday, September 14, 2011.....\$250
- ☐ Registration Fee after Wednesday, September 14, 2011.....\$300
- ☐ DALLAS—Wednesday, October 12, 2011
- ☐ Early Registration Fee due by Wednesday, October 5, 2011\$250
- ☐ Registration Fee after Wednesday, October 5, 2011\$300

CONFERENCE PUBLICATIONS AND MEDIA

Allow 3–5 weeks from the conference date for delivery.

- ☐ Essential Employment Law Handbook WITHOUT Conference Registration\$125
Note: Conference Registration includes Handbook.
- ☐ 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 MP3 Speeches on CD or Audio CD Set)

IN-HOUSE CLE: Bring the conference in-house and learn at your convenience.

Allow 3–5 weeks from the conference date for delivery. Approved for Texas MCLE credit.

- ☐ 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)

Card number

X _____

Authorized Signature

/

Exp. Date (mm/yy)



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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A PRACTICAL COURSE IN THE BASICS

Austin ■ Houston ■ Dallas

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U.S. Postage
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U T School of Law

E-mail us at

utcle@law.utexas.edu

or call us at

512-475-6700

for more information

AUSTIN

Thursday

September 15, 2011

CONFERENCE LOCATION



Four Seasons Hotel

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

Special Room Rate:

\$239 good through August 22, 2011
(subject to availability)

Parking:

Self-parking \$10 per day;
Valet \$12 per day, \$30.30 overnight
(subject to change and availability)

KEY DATES

September 7, 2011, 5 p.m.

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

September 9, 2011, 5 p.m.

last day for full refund

September 12, 2011, 5 p.m.

last day for partial refunds
\$50 processing fee applied

September 15, 2011, 8:30 a.m.

program begins

HOUSTON

Thursday

September 22, 2011

CONFERENCE LOCATION



Hyatt Regency

1200 Louisiana Street
Houston, TX 77002
713-654-1234

Special Room Rate:

\$165 good through September 15, 2011
(subject to availability)

Parking:

Valet \$15 per day, \$25 overnight;
Self-parking available in nearby lots and garages
(subject to change and availability)

KEY DATES

September 14, 2011, 5 p.m.

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

September 16, 2011, 5 p.m.

last day for full refund

September 19, 2011, 5 p.m.

last day for partial refunds
\$50 processing fee applied

September 22, 2011, 8:30 a.m.

program begins

DALLAS

Wednesday

October 12, 2011

CONFERENCE LOCATION



Belo Mansion

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

Self-Parking:

\$4 per day for Dallas Bar Members;
\$10 per day for Non-Dallas Bar members
(subject to change and availability)

KEY DATES

October 5, 2011, 5 p.m.

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

October 7, 2011, 5 p.m.

last day for full refund

October 10, 2011, 5 p.m.

last day for partial refunds
\$50 processing fee applied

October 12, 2011, 8:30 a.m.

program begins