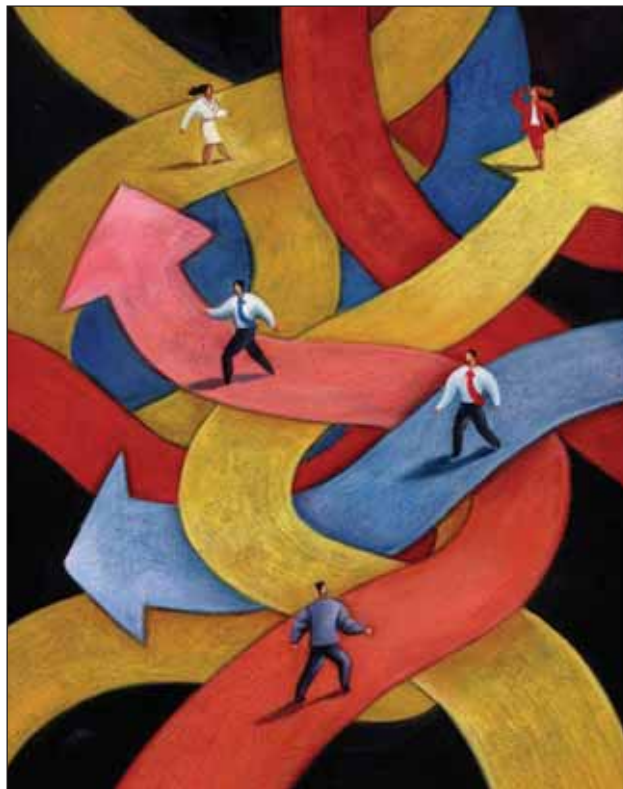


2012
ESSENTIAL EMPLOYMENT LAW

A Practical Course in the Basics



ImageZoo Illustration

HOUSTON
August 24, 2012
Four Seasons Hotel

AUSTIN
September 13, 2012
AT&T Conference Center

DALLAS
October 3, 2012
Belo Mansion

Earn up to 6.50 Hours of Credit

Specialization Credit Approved for Labor and Employment Law, Civil Trial Law, and Civil Appellate 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.		9:15 a.m.	1.00 hr	11:30 a.m.	.50 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?		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?		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.	
		10:15 a.m. Break		12:00 p.m. Lunch on Your Own	
AFTERNOON					
PRACTICAL APPLICATION					
		10:30 a.m.	1.00 hr	1:15 p.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?		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 common mistakes in drafting employee handbooks and learn about the latest in policies covering hot topics like social media. Learn what other human resource forms can help support the company's defenses and prove good faith efforts to comply.

3:15 p.m. 1.00 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.

4:15 p.m. .50 hr

Annual Performance Reviews

What are the pros and cons of evaluation systems? Are they really worth it? How to curb grade inflation? 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).

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

PHR, SPHR and GPHR Recertification Credit Expected

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

REGISTRATION FORM

EE12

Mail this registration form to:
The University of Texas School of Law, Attn. Registration
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
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Firm _____
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City _____ State _____ Zip _____
Telephone _____ Fax _____
Registrant's Email (required) _____
Assistant's Email (optional) _____

Invoices, confirmations and receipts are emailed to these addresses.

REGISTRATION

1) Select Your City:

- HOUSTON—Friday, August 24, 2012**
Early Registration cutoff – Wednesday, August 15
- AUSTIN—Thursday, September 13, 2012**
Early Registration cutoff – Wednesday, September 5
- DALLAS—Wednesday, October 3, 2012**
Early Registration cutoff – Wednesday, September 26

2) Select Your Essential Employment Law Handbook Format:

- Green – Electronic Materials on USB Drive ONLY
 - Early Registration Fee due on or before cutoff date \$250
 - Registration Fee after cutoff date..... \$300
- Standard – Printed Binder ONLY
 - Early Registration Fee due on or before cutoff date \$255
 - Registration Fee after cutoff date..... \$305

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
- eHandbook 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)

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Authorized Signature

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Exp. Date (mm/yy)

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This program is not printed or mailed at state expense.

2012 ESSENTIAL EMPLOYMENT LAW A Practical Course in the Basics

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for more information

HOUSTON

Friday

August 24, 2012

CONFERENCE LOCATION



Four Seasons Hotel
1300 Lamar St.
Houston, TX 77010
713-650-1300

Parking:

Valet parking day of event \$15, overnight \$30.
Self-parking available at nearby garages.
(subject to change)

KEY DATES

August 15, 2012

last day for early registration

August 17, 2012

last day for full refund

August 20, 2012

last day for partial refunds
\$50 processing fee applied

August 24, 2012, 8:20 a.m.

conference begins

AUSTIN

Thursday

September 13, 2012

CONFERENCE LOCATION



AT&T Conference Center - Hotel at UT
1900 University Avenue
Austin, TX 78705
512-404-3600

Parking:

Free daily self-parking at UT Garages; separate
fees apply for valet and overnight parking.
(subject to change)

KEY DATES

September 5, 2012

last day for early registration

September 7, 2012

last day for full refund

September 10, 2012

last day for partial refunds
\$50 processing fee applied

September 13, 2012, 8:20 a.m.

conference begins

DALLAS

Wednesday

October 3, 2012

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)

KEY DATES

September 26, 2012

last day for early registration

September 28, 2012

last day for full refund

October 1, 2012

last day for partial refunds
\$50 processing fee applied

October 3, 2012, 8:20 a.m.

conference begins