

2021 Essential Employment Law: A Practical Course in the Basics

August 20, 2021 • Live Webcast

Friday Morning, Aug. 20, 2021

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| 8:20 am | Welcoming Remarks |
| 8:30 am 0.75 hr | Texas is an "At Will" State... So Why Worry? Hear an overview of the employment relationship and how tort law has been adapted in the workplace. Discuss how to answer 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 an intentional infliction of emotional distress? Can employee violence really be prevented? Is negligent retention really a cause of action? Katrina Grider, U.S. Equal Employment Opportunity Commission - Houston, TX |
| 9:15 am | 5-Minute Break |
| 9:20 am 1.00 hr | Diversity and Inclusion in the Workplace Hear a discussion about the impact of the Black Lives Matter movement in the workplace and why it matters for companies to manage cultural change. How do you have difficult conversations about race? How do companies address workplace harassment and discrimination? Katrina Grider, U.S. Equal Employment Opportunity Commission - Houston, TX |
| 10:20 am | 5-Minute Break |
| 10:25 am 0.50 hr | Retaliation: Winning the Battle, Losing the War Why is retaliation the most dangerous cause of action, and what can you do about it? Katrina Grider, U.S. Equal Employment Opportunity Commission - Houston, TX |
| 11:05 am | 5-Minute Break |
| 11:10 am 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. Topics include: 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? Katrina Grider, U.S. Equal Employment Opportunity Commission - Houston, TX |
| 12:10 pm | Break for Lunch—Presentation Resumes at 12:40 p.m. |

Friday Afternoon, Aug. 20, 2021

LUNCHEON PRESENTATION

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| 12:40 pm 1.00 hr | Hot Topics Get up to speed on the latest compliance issues impacting employers, including those relating to COVID-19 during a brief update of the most critical court cases, legislation, and federal agency activity. Connie L. Cornell, Cornell Smith Mierl Brutocao Burton, LLP - Austin, TX Katrina Grider, U.S. Equal Employment Opportunity Commission - Houston, TX |
| 1:40 pm | 5-Minute Break |
| 1:45 pm 0.50 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. When do you send the various notices and certifications? Avoid common mistakes in completing the paperwork and understand how FMLA can overlap with ADA issues. Connie L. Cornell, Cornell Smith Mierl Brutocao Burton, LLP - Austin, TX |
| 2:15 pm | 5-Minute Break |
| 2:20 pm 1.00 hr | Handbooks / Employment Policies Avoid common mistakes in policy drafting. Adopt provisions that support the company's good faith compliance efforts and help reduce potential liability in audits and litigation. Understand how recent NLRB decisions affect even non-unionized employer policies. Connie L. Cornell, Cornell Smith Mierl Brutocao Burton, LLP - Austin, TX |
| 3:20 pm | 5-Minute Break |
| 3:25 pm 0.75 hr | Defensive Documentation from Hiring to Firing Recognize the vulnerable points in the employment relationship and learn the best practices in documentation to minimize the problems and maximize the chances of successfully defending the employer's actions when challenged. Understand the value and risks posed by offer letters, disciplinary documentation, performance evaluations, and termination paperwork. Connie L. Cornell, Cornell Smith Mierl Brutocao Burton, LLP - Austin, TX |
| 4:10 pm | 5-Minute Break |
| 4:15 pm 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. Connie L. Cornell, Cornell Smith Mierl Brutocao Burton, LLP - Austin, TX |

5:15 pm

Adjourn
