



Employment Law From A to Z in Georgia

Moderator:

Frederick L. Warren III, Esq.

Ford & Harrison LLP

Henry D. Fellows Jr., Esq.

Fellows LaBriola, LLP

Benjamin P. Fryer, Esq.

Ford & Harrison LLP

Sharon P. Morgan, Esq.

William A. Pinto Jr., Esq.

Elarbee, Thompson, Sapp & Wilson, LLP

This seminar is designed for human resource managers, payroll professionals, operations managers, presidents, vice presidents, supervisors, managers, controllers, accountants and attorneys.

ATLANTA, GA

MAY 7, 2008

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Critical Issues on the Agenda

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8:00 AM – 8:30 AM
8:30 AM – 8:45 AM

Registration Overview

— Frederick L. Warren III, Esq.

8:45 AM – 9:45 AM

The Hiring Process

— Sharon P. Morgan, Esq., and William A. Pinto Jr., Esq.

- Staffing Plans: Considerations for Formulating and Implementing a Plan to Recruit the Right Employee
- Background Checks: Navigating the Legal Minefield
- Orientation: Managing Litigation Risk by Explaining and Documenting Key Rules

9:45 AM – 11:00 AM

Wage and Hour Pitfalls, and Update

— Frederick L. Warren III, Esq.

- Hours Worked and Calculating Overtime Compensation
- Revised DOL Overtime Exemptions

11:00 AM – 11:10 AM

Break

11:10 AM – 12:00 PM

Workplace Violence – How to Prevent It; How to Deal With It

— Henry D. Fellows Jr., Esq.

- Overview
- Development of a Program to Prevent Workplace Violence
 - Written Policy Statement
 - Employee Handbook
- Prevention
 - Warning Signs of Violence
 - Training
 - Pre-Employment Screening
 - Security Measures
- Fact Finding and Investigation
- Negligent Hiring and Retention
- Domestic Violence
- Closing Remarks

12:00 PM – 1:00 PM

Lunch (On Your Own)

1:00 PM – 1:45 PM

Harassment in the Workplace

— Benjamin P. Fryer, Esq.

- What Is Unlawful Harassment?
- Recent Cases on Harassment
- Employer's Proactive Responses to Minimize Risk

1:45 PM – 2:30 PM

ADA, FMLA and Job Attendance

— Frederick L. Warren III, Esq.

- ADA Basics: Disability Under the Americans With Disabilities Act
- FMLA Basics: Serious Health Condition Under the Family and Medical Leave Act
- Attendance Issues and Getting Employees Back to Work

2:30 PM – 2:40 PM

Break

2:40 PM – 3:40 PM

Arbitration and Peer Review Programs

— Sharon P. Morgan, Esq., and William A. Pinto Jr., Esq.

- Mandatory Arbitration: Solution or Problem?
- Designing and Rolling Out a Mandatory Arbitration Program
- Recent Arbitration Cases
- Peer Review: A Better Alternative?

3:40 PM – 4:30 PM

Employee Discipline and Termination

— Henry D. Fellows Jr., Esq.

- At-Will Employees
- Discipline Issues
- Termination Issues
- Steps to Take to Avoid Litigation Relating to Discipline and Termination of Employment

*Lorman Education Services reserves the right to modify
the agenda and the faculty when circumstances are beyond our control.*

Registration

Employment Law From A to Z Atlanta, GA • May 7, 2008



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Key Issues Facing the Human Resource Professional in the Electronic Age – Protecting Trade Secrets and Confidential Information in the Electronic Age; Challenges of a Mobile Work Force; Cyberharassment Equals Real World Liability; Company Policies Regarding E-Mail and Internet; The Ten Commandments of Email.

Item: 376664 CD and Manual ____@ \$139 Manual ____@ \$69 E-Manual ____@ \$69

Leaves of Absence, FMLA and Beyond – Intermittent Leave and Reduced Schedule Leave; Attendance Policies; Practical Steps to Reduce Employee Abuse of FMLA; Treatment of Compensation and Benefits Under the FMLA; Avoiding the FMLA's Landmines.

Item: 373658 Manual ____@ \$69 E-Manual ____@ \$69

Behavioral Assessments and Their Use in Hiring and Employee Development – Avoiding Legal Problems in Recruiting and Hiring Employees; Guidance on Prohibition of Discrimination and Best Practices for Effective Interviewing, Background Checks, and Other Critical Strategies; Nuts and Bolts of Behavioral Assessments; Using Assessments Strategically.

Item: 375036 Manual ____@ \$69 E-Manual ____@ \$69

Subtotal From Above	\$ _____
Shipping & Handling (excludes e-manuals) (\$7.00 first item, \$1.00 each additional)	\$ _____
Sales Tax	\$ _____
TOTAL	\$ _____

Our Distinguished Faculty

Henry D. Fellows Jr., Esq., is a partner in the Atlanta litigation firm of Fellows LaBriola, LLP. Mr. Fellows is a trial attorney who is a member of the American College of Trial Lawyers. He concentrates his practice on business, corporate, breach of fiduciary duty and employment litigation. Mr. Fellows has been in practice for more than 27 years and represents both employers and employees in employment disputes. He is the current Chair of the Courts Committee of the Atlanta Bar Association, a past Chair of the Litigation Section and a past Chair of the CLE Committee of the Atlanta Bar Association. Mr. Fellows was selected by his peers as one of the Top 100 Attorneys among the 2008 Georgia Super Lawyers. He obtained his undergraduate degree in business administration from Bucknell University and his law degree from Georgetown University Law Center.

Benjamin P. Fryer, Esq., is an attorney in the Atlanta office of Ford & Harrison LLP, where he practices in the areas of traditional labor law and employment law. Mr. Fryer's practice encompasses all areas relating to the counseling, representation and training of management clients. He has represented clients in federal and state courts, the National Labor Relations Board, and mediations and arbitrations. Mr. Fryer also engages in preventive law, including drafting and reviewing employment forms, policies and handbooks. He received his undergraduate degree, cum laude, in economics from The George Washington University and his law degree from the University of Virginia School of Law.

Sharon P. Morgan, Esq., a partner with Elarbee, Thompson, Sapp & Wilson, LLP, represents employers nationwide in employment-related litigation. She emphasizes a proactive approach to employment issues, assisting clients in the development and implementation of policies; providing employee training on policies and current employment laws; and counseling employers in situations of employee discipline, termination and complaints of discrimination or other unlawful treatment. Ms. Morgan focuses primarily on defending actions relating to a broad range of federal and state employment claims, including sexual harassment; race, disability and age discrimination; and breach of contract.

She has represented employers in trials in Georgia, North Carolina, Alabama, Florida and Tennessee. Ms. Morgan is a member of the American Bar Association, the State Bar of Georgia, the Atlanta Bar Association, the North Carolina Bar Association, the Georgia Association for Women Lawyers and The Lawyers Club of Atlanta. She earned a B.S. degree, magna cum laude, from East Carolina University and a J.D. degree from the University of North Carolina.

William A. Pinto Jr., Esq., is an attorney with Elarbee, Thompson, Sapp & Wilson, LLP. He represents management in a variety of labor and employment matters, including litigation involving claims of employment discrimination under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act and the Fair Labor Standards Act. Mr. Pinto represents companies in labor arbitrations and disputes with the National Labor Relations Board. His practice also focuses on assisting companies with day-to-day employment decisions concerning discipline and discharge to reduce the charges of litigation. Mr. Pinto works with a variety of employers regionally and nationwide, including restaurant chains, engineering and construction companies, and manufacturing and customer care operations. He is a member of the American Bar Association, the State Bar of Georgia and the Atlanta Bar Association. Mr. Pinto earned a B.A. degree, cum laude, from Asbury College; an M.Ed. degree from the University of Kentucky; and a J.D. degree, with honors, from the University of Florida.

Frederick L. Warren III, Esq., is a partner in the Atlanta office of Ford & Harrison LLP. He handles all aspects of labor and employment law, including traditional labor law and employment litigation. Mr. Warren has defended both individual and class action cases, and has substantial jury trial experience. He has handled numerous mediations and arbitrations. Mr. Warren devotes a significant part of his practice to preventive law and advising clients how to avoid/resolve labor and employment disputes and litigation. He graduated magna cum laude from the University of Georgia and its law school, with honors. Mr. Warren is listed in *The Best Lawyers in America*.

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Seminar Highlights

The question is not *if* your understanding of employment law will be tested – it's *when*.

Today – more than ever – the ability to navigate through the maze of federal and state employment laws is an essential supervisory and management skill. But figuring out how to protect employee privacy, write legally sound employee handbooks, discipline and terminate employees properly, and handle other key responsibilities can be a headache. It's even harder to comply with legal obligations you don't even know you have. This seminar will bring you up to date on the hottest areas of employment law, including ever-changing statutory laws. In one day you'll learn how to head off employee complaints, claims and lawsuits. If you have no time to track and interpret vital regulatory changes on your own, this is one seminar you can't afford to miss.

Benefits for You

- Learn the facts about discrimination laws and how to apply them in your workplace
- Hiring do's and don'ts you need to follow *now* to avoid lawsuits *later*
- Respond to today's hot issues – including workplace violence
- Strategies for implementing critical wage and hour basics correctly in your workplace
- Proper termination techniques – should the worst happen

Employment Law From A to Z



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IACET Learning Objectives

The attendee will be able to:

- discuss key issues in the hiring process
- describe the pitfalls of wage and hour law
- identify the steps to proper discipline and termination



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This program has been approved for 6.50 recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org.



This seminar has been reviewed and approved for inclusion in the Human Resource Professional Development™ Certificate Program and qualifies for 1.0 credit. Please visit www.lorman.com/certification/hrpd for more information.

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