

September 29 – October 1, 2008 | Washington, DC
Minimize your Organization's Liability by Understanding
Employee Rights and Employer Obligations



The 2008 National Summit on Employment Law and Compliance

Gain a Thorough Understanding of the Latest Federal Labor
and Employment Laws to Keep your Organization Compliant

Featuring Four Comprehensive Tracks:

Recruiting and Hiring

Learn how to comply with all the applicable legal requirements when interviewing and hiring a qualified candidate

Wage and Hours

Stay up-to-date on the latest policy changes with FMLA, FLSA and workers compensation

Employment Policies

Develop a concise employee handbook that communicates your office policies in a clear and organized manner

Employee Benefits

Create a comprehensive benefits package that attracts potential employees and is in full compliance with the law

Learn How to Conduct Fair and Conductive Performance Evaluations



www.ASMIweb.com

The 2008 National Summit on Employment Law and Compliance

Understand Employee Privacy and Confidentiality Rights in the Workplace

Dear HR Executive:

Human resources compliance is a necessity for any business in today's legal environment. Between the Fair Labor Standards Act sexual harassment and antidiscrimination laws, a business or a government agency that isn't aware of its HR responsibilities is headed for trouble. When done correctly, HR compliance is a process; it's a way of defining proper individual and group behaviors and assuring that laws and policies are understood and followed.

To help you understand the latest employment laws and develop appropriate policies in relation to those laws, I invite you to attend The 2008 National Summit on Employment Law and Compliance, September 29 – October 1 in Arlington, Virginia.

Reduce Your Organizations Liability

Effective HR compliance programs need to be integrated into your business strategies. Compliance has to start at the top and trickle down to all levels, so everyone in the company knows that the workplace must be kept safe and discrimination won't be tolerated. During this interactive summit you will learn how to legally address work related issues and evaluate employee rights.

Effectively and Legally Recruit and Retain your Workforce

Recruiting and retaining a quality workforce is of tremendous importance to employers, especially because of the high costs associated with employee turnover and the increasing legal liability for negligent hiring practices and wrongful termination. At The 2008 National Summit on Employment Law and Compliance, HR managers will learn how to stay compliant while hiring the best and brightest for their workforce.

FMLA, FLSA, ERISA, ADA... Stay Compliant

One of the biggest challenges for HR is keeping up with ever-changing employment laws. From FMLA, to FLSA, to ERISA the list goes on and on. During The 2008 National Summit on Employment Law and Compliance you will learn about new employment law challenges that HR professionals are likely to be confronting in the near future and how your office can stay compliant.

The 2008 National Summit on Employment Law and Compliance is the most comprehensive event offered to educate and train HR professionals on employment law and compliance. This conference is specifically designed to update you on the latest laws and regulations to reduce your office's risk and liability. Ensure your office is well represented and register yourself and key members of your team today!

Sincerely,



Tara Shuert
Vice President
American Strategic Management Institute

Who Should Attend:

- HR Managers and Supervisors
- Benefits Managers
- Employee Relations Managers
- Labor Relations Specialists
- Staff Attorneys
- Training Personnel
- Equal Employment Managers
- Policies & Systems Managers
- Employee Counselors
- Affirmative Action Managers
- Compensation & Benefits Managers
- HR Consultants
- HR Generalists and Specialists
- Compliance Directors
- Personnel Officers

... and others responsible for
HR and employment law
compliance

Agenda at-a-Glance

Day One: September 29, 2008

8:30	Registration and Continental Breakfast	
9:00	Keynote Address Employment Law Compliance: An Update on the Latest Federal Labor and Employment Laws	
10:00	Networking Break	
10:15	Protecting Employee Data: Building a Culture of Data Security to Reduce Office Liability	
11:15	Avoiding Lawsuits: Tips and Techniques for Risk and Liability Management	
12:15	Lunch Break	
	Track A: Recruiting and Hiring	Track B: Organizational Employment Policies
1:15	Job Descriptions and Postings: Creating and Distributing in a Compliant and Diverse Manner	The Legalities and Practicalities of Training to Enhance Respect and Avoid Harassment and Discrimination in the Workplace
2:15	Networking Break	
2:30	Employment Compliance and Verification: Protecting Your Organization in the New Era of Strict Enforcement	Privacy and Technology in the Workplace: Monitoring Dos and Don'ts
3:30	The Pre-Employment Screening Process: An Update on the Latest Immigration Compliance Issues	Employee Agreements: Writing a Clear and Concise Policy that Protects the Company's Interests
4:30	Adjourn	

Day Two: September 30, 2008

8:30	Continental Breakfast	
9:00	Keynote Address Protecting Employees in the Workplace: Fostering a Safe and Productive Work Environment	
10:00	Networking Break	
10:15	Employee Evaluations: Conducting Fair and Effective Performance Reviews	
11:15	Discipline and Termination: Administering Corrective Action Appropriately	
12:15	Lunch Break	
	Track C: Wage and Hours	Track D: Employee Benefits
1:15	FLSA: Update on the Most Critical Developments in the Past Year	ERISA: Complying with Form 5500 Reporting Requirements
2:15	FMLA: Update on the Most Critical Developments in the Past Year	COBRA Compliance: Developing New COBRA Notice Requirements
3:15	Networking Break	
3:30	Workers Compensation: Update on the Most Critical Developments in the Past Year	Domestic Partners Benefits: Ensuring Full Equality in the Workplace
4:30	Conference Adjourns	

Day Three: October 1, 2008

8:30	Continental Breakfast	
9:00	Workshop A: Drafting and Revising Employee Handbooks	
12:00	Lunch Break	
1:00	Workshop B: Performance Evaluations: Conducting and Administering a Legal Performance Review	
4:00	Workshops Adjourn	

Top 5

Reasons to Attend:

- 1. Develop** preventive strategies to identify and avoid problems before they arise
- 2. Understand** why you need to comply with all federal and state employment laws
- 3. Establish** hiring and recruiting policies that avoid employer liability
- 4. Learn** how to write clear handbook provisions to ensure full adherence to rules and regulations
- 5. Gain** an understanding on the emerging legal issues related to Internet recruiting and other hiring technologies

The 2008 National Summit on Employment Law and Compliance

Day One: September 29, 2008

8:30
Registration and Continental Breakfast

9:00
Keynote Address
**Employment Law Compliance:
An Update on the Latest Federal Labor
and Employment Laws**
Human resource professionals, attorneys and operations managers face increasing challenges in navigating the maze of statutes, ordinances, regulations and cases that govern labor and employment law. Through the cycle of the employment relationship, from recruiting to termination, employers must constantly be aware of employee rights and employer obligations. During this interactive keynote you will be updated on the latest laws and regulations that could have an impact on your organization.

Robert S. Gilmore
Esq., Partner
Kohrman Jackson & Krantz LLP

10:00
Networking Break

10:15
Protecting Employee Data: Building a Culture of Data Security to Reduce Office Liability
HR managers who aren't up to speed on the new privacy and data security obligations regulations may be exposing their organizations to huge fines, legal liability and reputational risk. Your department is an attractive target for identity thieves. HR gathers and houses the personal information thieves are looking for – social security numbers, drivers' license numbers, and bank account numbers. During this session you will learn how to reduce legal exposure and how to protect your employee's right to privacy.

Margaret P. Eisenhauer
Founder
Privacy and Information Management Services

11:15
Avoiding Lawsuits: Tips and Techniques for Risk and Liability Management
At the simplest level, HR is about turning uncertainties into certainties. And of all the uncertainties facing today's HR professional the scariest one is risk. The risk that your daily activities will spark a lawsuit from an employee that could severely impact the results of your organization. During this session you will learn how to eliminate risks and mitigate liability in the workplace.

Laura Petroff
Esq., Managing Partner
Winston & Strawn LLP

12:15
Lunch Break

1:15
Track A: Recruiting and Hiring
Job Descriptions and Postings: Creating and Distributing in a Compliant and Diverse Manner

- Ensure that you're using various avenues for job postings to encourage diversity in your workplace
- Learn how to utilize multiple recruitment sources to produce an applicant pool from many demographic groups
- Use clear and concise language in your posting and make sure to not use discriminatory language

Track B: Organizational Employment Policies
The Legalities and Practicalities of Training to Enhance Respect and Avoid Harassment and Discrimination in the Workplace

- Learn what the federal government and the courts are saying
- about what type of training is sufficient to meet your obligations under the law
- Learn what types training the courts and federal government are saying do not meet your legal compliance obligations
- Learn key components of training that really works to make a positive difference in your workplace

Sheila Englemeier
Esquire
Moss-Barnett

2:15
Networking Break

2:30
Track A: Recruiting and Hiring
Employment Compliance and Verification:
Protecting Your Organization in the New Era of Strict Enforcement

- What are the employer's responsibilities and strategies for avoiding liability when notified by the government of potential unauthorized workers?
- Avoid violating the anti-discrimination provisions of the Immigration Reform and Control Act
- Visa options to employ the best and brightest foreign workers

Bobby C. Chung
Esq., Principal Law Office of Bobby C. Chung, PC
Kaushik Ranchod
Esq., Ranchod Law Group, PC

2:30
Track B: Organizational Employment Policies
Privacy and Technology in the Workplace: Monitoring Dos and Don'ts

- Understand the privacy rights of your employees
- Comply with federal and state laws regulating the type of monitoring that your organization conducts
- Create a written policy regarding the use of technology in the workplace

Laura Petroff
Esq., Managing Partner
Winston & Strawn LLP

3:30
Track A: Recruiting and Hiring
The Pre-Employment Screening Process: An Update on the Latest Immigration Compliance Issues

- Utilize the E-Verify System to ensure that investigations are conducted uniformly for all applicants
- Learn how to properly complete the screening and verification process of a non-citizen
- Conduct a self-audit to track the level of compliance in all areas of employment verification

Charles H. Kuck
Esq., Managing Partner
Kuck Casablanca & Odom

Track B: Organizational Employment Policies
Employee Agreements: Writing a Clear and Concise Policy that Protects the Company's Interests

- Establish a well-drafted contract catered to the specific needs of your organization
- Identify your legally protectable interest in a clear and concise language so that the employees understand what they are signing
- Protect your company from threats posed by employees, former employees and competitors

Jill Leka
Esq.
Seyfarth Shaw, LLP

4:30
Day One Adjourns

**Identify which questions
you may and may not
ask when conducting an
employment interview**



Day Two: September 30, 2008

8:30

Continental Breakfast

9:00

Keynote Address

**Protecting Employees in the Workplace:
Fostering a Safe and Productive
Work Environment**

The expectation of a safe work environment has expanded to being free from physical harm, but also discrimination, harassment and gender biases. While most employers realize that investing in workplace safety increases productivity and decreases overall turnover rate within an organization, agencies such as The Occupational Safety and Health Administration make it their mission to ensure that both public sector agencies and private sector organizations maintain a level of workplace safety and compliance. Attend this keynote session and learn key updates to increase employee safety in the workplace.

David Long-Daniels

Esq., Shareholder
Greenberg Traurig, LLP

10:00

Networking Break

10:15

**Employee Evaluations: Conducting Fair and
Effective Performance Reviews**

The average performance review can be seen as daunting and ineffective for both employer and employee. Discussing what needs to occur beforehand will help maintain and enhance employee performance in the workplace. As employers struggle between giving constructive feedback and excessive criticism, the underlying mission of sound review is to benchmark effectiveness and continue a dialog regarding progressive job initiatives for each individual. Learn how to develop a 360-degree feedback system to help build skills and provide direction during the review process.

Walter M. Stella and

Partner
Bingham McCutchen

Jackie Aguilera

Partner
Bingham McCutchen

11:15

**Discipline and Termination: Administering
Corrective Action Appropriately**

Corrective action can be classified as one of the most dreaded and necessary tasks a human resource professional must perform. Providing the correct progressive disciplinary measures to allow the employee to correct any mistakes is often easier said than done. For most supervisors, issuing disciplinary measures without the risk of a lawsuit can be a pressing concern. Discover what you need to know in order to take disciplinary action as well as execute termination procedures.

William Klemick

Counsel
Bayer Corporate and Business Services

12:15

Lunch Break

1:15

Track C: Wage and Hours

**FLSA: Update on the Most Critical
Developments in the Past Year**

- Discuss the latest bills passed under the Fair Labor and Standards Act
- Discover the latest wage updates for non-exempt employees
- Determine what steps your organization must take in order to be in compliance

Manesh K. Rath

Esq., Partner
Keller and Heckman LLP

Track D: Employee Benefits

**ERISA: Complying with Form 5500 Reporting
Requirements**

- Understand the newest reporting requirements mandated by ERISA
- Learn how to prepare a 5500 reporting audit when required
- Ensure that all HR staff understand penalties of noncompliance

Charles Stevens

Michael Best & Friedrich LLP

2:15

Track C: Wage and Hours

**FMLA: Update on the Most Critical
Developments in the Past Year**

- Determine which employees are eligible under the FMLA
- Learn how the H.R. 4986 has amended the FMLA and the outcome for your organization
- Understand how the Department of Labor's Notice of Proposed Rulemaking under the FMLA may affect your organization in the future

Alison S. Hightower

Esq., Shareholder
Littler Mendelson, PC

Track D: Employee Benefits

**COBRA Compliance: Developing New COBRA
Notice Requirements**

- Find out to what extent the continuation of coverage applies to your organization
- Figure out how new COBRA requirements affect retroactive benefits programs
- Link ERISA and COBRA compliance issues for greater understanding

Charles Stevens

Michael Best & Friedrich LLP

3:15

Networking Break

3:30

Track C: Wage and Hours

**Workers Compensation: Update on the Most
Critical Developments in the Past Year**

- Stay compliant with the latest compensation initiatives
- Understand how latest initiatives affect your workforce
- Utilize strategic compensation planning to keep employees driven

Paul Prather

Kiesewetter Wise Kaplan Prather
PLC

Track D: Employee Benefits

**Domestic Partners Benefits: Ensuring Full
Equality in the Workplace**

- Give all employees the opportunity to be included in your domestic partner program
- Expand your organization's coverage of benefits to ensure equality
- Avoid the pitfalls of a discrimination lawsuit in the workplace

Kathryn Larkin

Wolf, Esq.
Block, Solis-Cohen, LLP

4:30

Conference Adjourns



The 2008 National Summit on Employment Law and Compliance

Day Three: October 1, 2008

Workshops

8:30
Registration and Continental Breakfast

9:00
Workshop A: Drafting and Revising Employee Handbooks

If you don't have an employee handbook or policy manual, you may receive countless questions about types of leave, benefits and other workplace requirements. Even if you do have an employee handbook, if it hasn't been updated in a while, it is time to dust it off and make sure it is still accurate and conforms to any changes in the law or in your company's actual practice. During this hands-on workshop you will learn the guidelines for drafting and revising employee handbooks.

- Learn how to avoid making contractual obligations in your employee handbook
- Use clear and concise language so your policies avoid interpretations that are unintended
- Make sure that your handbook has all the necessary federal and state provisions that should be included

Walter M. Stella

Partner

Shook, Hardy & Bacon, LLP

12:00
Lunch Break

1:00

Workshop B: Performance Evaluations: Conducting and Administering a Legal Performance Review

There are compelling business and legal reasons for employers to give employees performance appraisals. Performance appraisals are instrumental in a variety of human resource decisions including: compensation, transfers, promotions and terminations. If evaluations are properly documented, they can off discrimination claims or provide a good defense on them. On the other hand, if the evaluation is prepared in a sloppy manner and does not inform the employee of how she or he is actually doing it can come back to haunt you if a discrimination claim is filed. During this hands-on workshop you will:

- Learn how to conduct fair and effective performance evaluations
- Understand how to administer discipline appropriately
- Avoid liability for negligent supervision and retention

4:00
Workshops Adjourn

Workshops are designed to be an interactive way for participants to learn the latest management techniques in order to implement them in their workplace. The workshops provide a platform to learn practical applications of current best practices. Space in these comprehensive workshops are limited, so be sure to reserve your seat today.

Learn how to draft policies for managing Internet access to deter inappropriate usage by employees



Logistics & Registration

Hotel and Venue:

The 2008 National Summit on Employment Law and Compliance will be hosted at The Performance Institute in Arlington, Virginia, just one block east of the Courthouse Metro stop on the Orange Line. A public parking garage is located just inside of the building. Continental breakfast and a catered lunch will be provided for delegates on each day.



The Performance Institute
● 1515 North Courthouse Rd., Suite 600
Arlington, VA 22201
703-894-0481

A limited number of rooms have been reserved at the Arlington Rosslyn Courtyard by Marriott at the prevailing rate of \$ 201.00 until September 1, 2008. Please call the hotel directly and reference code HR Regulatory Summit when making reservations to get the discounted rate. The hotel is conveniently located three blocks from the Rosslyn Metro station. Please ask the hotel about a complimentary shuttle that is also available for your convenience.

Arlington Rosslyn Courtyard by Marriott



● 1533 Clarendon Blvd.
Arlington, VA 22209
Phone: 703-528-2222
Phone: 1-800-321-2211
www.CourtyardArlingtonRosslyn.com
Tuition:
The tuition rates for attending The 2008

National Summit on Employment Law and Compliance are

	Early Bird Rate	Regular Rate
Conference Only	\$1099	\$1299
One Workshop	---	\$299
Two Workshops	---	\$499

* For the Early Bird Rate, Register by August 1, 2008.

Group Discounts:

For more information on group discounts for The 2008 National Summit on Employment Law and Compliance, please contact Blake Humble at 858-874-6876 or email him at Humble@ManagementWeb.org

Cancellations and Quality Assurance

The American Strategic Management Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to: Tara Shuert, VP of Education Services, 1515 N. Courthouse Road, Suite 600, Arlington, VA 22201. We will evaluate individual complaints in a context of collective comments from the event.

Note: A \$150 service fee will be charged on cancellations received less than four weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future conference. If you do not cancel your registration before the day of the event, you will be charged for the full conference amount. As speakers are confirmed six months before the event, some speaker changes or topic changes may occur in the program. The American Strategic Management Institute is not responsible for speaker changes, but will work to ensure a comparable speaker is located to participate in the program.

If for any reason The American Strategic Management Institute decides to cancel this conference, The Institute accepts no responsibility for covering airfare, hotel or other costs incurred by registrants, including delegates, sponsors and guests.

Exhibiting & Sponsorship:

To learn more about exhibiting and sponsorships at 2008 National Summit on Employment Law and Compliance, please contact Jessica Ward at 703-894-0481 or email her at Ward@PerformanceWeb.org.

Registration Form **Call** 703-894-0920 **Fax** this Form to 703-894-0482 **Visit** www.ASMIweb.com

☐ Yes! Register me for The 2008 National Summit on Employment Law and Compliance

☐ Yes! Register me for the Summit plus Workshop(s): A B

☐ Please call me. I am interested in a special Group Discount for my team

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Please make checks payable to: The Performance Institute

Note: Payment must be secured prior to the conference. If payment is not received by the conference start date, a method of payment must be presented at the time of registration in order to guarantee your participation at the event.

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- Designating the skilled professionals to pass along the skills and knowledge to the next generation
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- Envisioning the future of the company