

# Employment Related Records In Illinois

This one-day seminar is designed for human resource managers, benefits administrators, payroll professionals, controllers, accountants, CFOs, business and office managers and operations managers.

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#### Seminar Highlights:

- Personnel files
- Recordkeeping in the hiring process
- Employee handbooks and policy manuals
- Employment investigations
- Documenting employee conduct and performance
- And much more

**Rosemont, IL**  
**October 21, 2004**

**William F. Dugan**

*Seyfarth Shaw LLP*

**Renée L. Koehler**

**Ronald J. Passarelli**

*Andrews Koehler & Passarelli, PC.*

**Matthew D. Lahey**

**Ralph A. Morris**

*Schiff Hardin LLP*

#### Continuing education credit:

- Pending : :
- : :

*See inside for details.*

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# Critical Issues on the Agenda

8:30 a.m. - 9:00 a.m.

## **I. Personnel Files**

*-Matthew D. Lahey*

- A. Documents That Should Be Included
- B. Documents That Should Not Be Included
- C. General Dos and Don't's Of Personnel Files

9:00 a.m. - 10:15 a.m.

## **II. Recordkeeping In The Hiring Process**

*-Ralph A. Morris*

- A. Applications And Resumes
- B. Interview Notes And Records
- C. Background And Reference Checks
- D. Pre-Employment Testing
- E. Offer Letter
- F. I-9s And Supporting Documentation

10:15 a.m. - 10:25 a.m.

**BREAK**

10:25 a.m. - 12:00 p.m.

## **III. Employee Handbooks And Policy Manuals**

*-William F. Dugan*

- A. Why Employers Of Every Size Need A Handbook
- B. Legal Requirements
- C. Policies Not To Forget
- D. Employee Acknowledgments
- E. Communication And Training Issues

12:00 p.m. - 1:00 p.m.

**LUNCH (On Your Own)**

1:00 p.m. - 2:15 p.m.

## **IV. Employment Investigations**

*-Ronald J. Passarelli and Renee L. Koehler*

- A. When To Start
- B. Who Is Your Investigator?
- C. The Hows Of Investigations
- D. Employee Rights
- E. Documentation And Follow-Up

2:15 p.m. - 2:25 p.m.

**BREAK**

2:25 p.m. - 3:15 p.m.

## **V. Documenting Employee Conduct And Performances**

*-Ronald J. Passarelli and Renee L. Koehler*

- A. How To Fairly Evaluate Employees
- B. Consistent Discipline Practices
- C. Sexual Harassment And Discrimination Claims
- D. Working With Employee Concerns

3:15 p.m. - 4:30 p.m.

## **VI. Employee Terminations**

*-Ronald J. Passarelli and Renee L. Koehler*

- A. Voluntary Resignation And Exit Interviews
- B. Conducting The Termination Meeting
- C. Job Reference And Recommendations
- D. Handling The Unemployment Claim

# Employment Records in Illinois ■ Arlington Heights, IL ■ October 21, 2004



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