

Employment Related Records In Illinois

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

Rockford, IL
January 18, 2005

Gregory H. Andrews, Esq.

Attorney at Law

Samuel J. Castree, Jr.

Staff Management, Inc.

Brendan A. Maher

Williams & McCarthy

Continuing education credit:

- APA
- IACET 0.65
- HRCI 6.50
- CPE 8.0

See inside for details.

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Critical Issues on the Agenda

8:30 a.m. - 10:00 a.m.

I. Hiring Records

-*Samuel J. Castree, Jr.*

- A. Application/Job Description
- B. Fair Credit Reporting Act
- C. Background Checks
- D. Drug Testing
- E. IRCA

10:00 a.m. - 10:10 a.m.

BREAK

10:10 a.m. - 11:10 a.m.

II. Miscellaneous Statements

-*Samuel J. Castree, Jr.*

- A. FMLA
- B. COBRA
- C. HIPAA

11:10 a.m. - 12:00 p.m.

III. Records Retention Requirements

-*Brendan A. Maher*

- A. FLSA, ect.
- B. OSHA
- C. Title CII

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

LUNCH (On Your Own)

1:00 p.m. - 2:30 p.m.

IV. Personnel Files

-*Brendan A. Maher*

- A. Personnel Records Review Act
- B. Medical Records
- C. Employee Handbooks
- D. Documenting Evaluations/Performance Issues/Discharge

2:30 p.m. - 2:40 p.m.

BREAK

2:40 p.m. - 4:00 p.m.

V. Documenting Investigations and Reductions in Force

-*Gregory H. Andrews, Esq.*

4:00 p.m. - 4:30 p.m.

VI. Questions and Answers

-*Gregory H. Andrews, Esq., Samuel J. Castree, Jr. and Brendan A. Maher*

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

Employment Related Records in Illinois ■ Rockford, IL ■ January 18, 2004



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