

# Employment Law From A To Z In Illinois

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

Oakbrook Terrace, IL  
February 1, 2005

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*See inside for details.*

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# Critical Issues on the Agenda

*This seminar will be presented by*

*Gregory H. Andrews, Esq., Kerry Lin Davidson, Esq., SPHR, Julie A. Govreau, Esq., Isham R. Jones, III, Esq., Renee L. Koehler, Esq., and Ronald J. Passarelli, Esq.*

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

- I. Overview of The Alphabet Soup of Employment Law**
- A. Americans with Disabilities Act (ADA)
  - B. Family and Medical Leave Act (FMLA)
  - C. Age Discrimination and Employment Act (ADEA)
  - D. Fair Labor Standards Act (FLSA)
  - E. Title VII Of The Civil Rights Act and Sexual Harassment (CRA)
  - F. Occupational Safety and Health Act (OSHA)
  - G. Immigration and Naturalization Services and I-9 Forms (INS)

2:40 p.m. - 3:05 p.m.

- VI. Hiring and Orientation**
- A. Application Forms
  - B. Interview Techniques
  - C. References
  - D. Job Offers
  - E. Orientation and Training
  - F. Employment Agreements (Non-competes, Confidentiality, ect.)
  - G. Protecting Confidential Information and Trade Secrets
  - H. Anti-Piracy and Anti-Solicitation

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

- II. Employee Handbooks and Policies**
- A. Preserving Employment At Will
  - B. Required/Recommended Policies
  - C. Receipt/Disclaimer

3:05 p.m. - 4:15 p.m.

- VII. Progressive Discipline and Termination**
- A. Constructive Counseling
  - B. Documentation Techniques
  - C. Pitfalls of Evaluations
  - D. Pre-Termination Considerations
  - E. Handling the Termination
  - F. Interview
  - G. Separation Pay or 'Severance'
  - H. Releases of Claims

10:30 a.m. - 10:40 a.m.

**BREAK**

10:40 a.m. - 12:00 p.m.

- III. Conducting Harassment Investigations**
- A. What Is Harassment and How Much Do You Know?
  - B. Race, Sex, National Origin, Disability, and Religion
  - C. EEOC Guidance Regarding Investigations
  - D. Tips for Conducting Investigations
  - E. Resolution of Complaint and Discipline
  - F. Discoverability of Investigation Documents

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

**VII. Question and Answer Session**

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

**LUNCH (On Your Own)**

1:00 p.m. - 1:45 p.m.

- IV. Employee Handbooks**
- A. Avoiding A Contractual Relationship
  - B. Recommended Policies to Include
  - C. Acknowledgment and Receipt Forms
  - D. Revisions and Consideration

1:45 p.m. - 2:30 p.m.

- V. Payroll Practices and Wage and Hour Law**
- A. Exemptions From Overtime
  - B. Salaried Exempt v. Salaried Non-Exempt
  - C. Timecards and Timesheets
  - D. On-Call Time
  - E. Deductions From Wages
  - F. Regular Rate of Pay
  - G. Illinois Wage Laws
  - H. Final Paycheck

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

**BREAK**

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# Employment Law From A to Z ■ Oakbrook Terrace, IL ■ February 1, 2004



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