

Employment- Related Records In Illinois

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

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Arlington Heights, IL October 20, 2005

Kerry Lin Davidson, Esq., SPHR

Julie A. Govreau, Esq.

Ronald J. Passarelli, Esq.

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See inside for details.

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Critical Issues on the Agenda

This seminar will be presented by

Kerry Lin Davidson, Esq., SPHR, Julie A. Govreau, Esq., and Ronald J. Passarelli, Esq., Willaim F. Dugan, Esq., Matthew D. Lahey, Esq., & Ralph A. Morris, Esq.

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

Matthew D. Lahey, Esq

I. Personnel Files

- A. Documents That Should Be Included
- B. Documents That Should Not Be Included
- C. General Dos and Don'ts of Personnel Files

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

Julie A. Govreau, Esq.

VI. Employee Termination

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

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

Ralph A. Morris, Esq.

II. Recordkeeping In The Hiring Process

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

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

BREAK

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

Willaim F. Dugan, Esq.

III. Employee Handbooks and Policy Manuals

- A. Why Employers of Every Size Need a Hand book
- B. Legal Requirements
- C. Policies Not To Forget
- D. Employee Acknowledgements
- 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.

Ronald J. Passarelli, Esq.

IV. Employment Investigations

- 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.

Kerry Lin Davidson, Esq., SPHR

V. Documenting Employee Conduct and Performance

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

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

You will receive a professionally prepared manual at this seminar: If you are unable to attend, you may order a CD audio recording and manual. Please see back panel for details.

Employment-Related Records in IL ■ Arlington Heights, IL ■ October 20, 2005



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Names of Attendees *(Please print or type)*

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