



Technical Assistance for Employers Program  
800 NE Oregon St Ste. 1045  
Portland, OR 97232

# 28<sup>th</sup> Annual Employment Law Conference November 29-30, 2012

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## Join us November 29-30, 2012 for BOLI's 28<sup>th</sup> Annual Employment Law Conference Sponsored by Technical Assistance for Employers

**Bureau compliance experts and Oregon's top  
employment law attorneys provide you with the  
latest information and most effective tools to  
keep you in compliance - and out of court!**

### REGISTRATION INFORMATION

Conference Package	\$499.00 / person
Early-Bird Registration (by Nov. 10)	\$439.00 / person
3 or more people from same employer (no early-bird)	\$439.00 / person
Single-Day Package	\$359.00 / person

**Conference Package:** Registration packages includes attendance for one or both days, catered breakfast and lunch, and conference materials (binder or flash memory stick).

**Registration by FAX:** You may fax your registration if you are using a credit card or purchase order (please include P/O number) for payment to (971) 673-1384 (confidential fax).

**Registration by mail:** Please return your registration form with payment to: BOLI -TA, 800 NE Oregon St #1045, Portland, OR 97232. Payment must accompany registration form, VISA / MasterCard payment, or purchase order number.

**Confirmations:** Your registration will be confirmed only via email if it is received 5 or more working days before the conference.

**Cancellation Policy:** For a refund (minus a \$25 processing fee), or a voucher for full credit towards any BOLI -TA seminar in the next 12 months., you must cancel within 5 working days before the conference. Without advance notice, we cannot issue refunds or credits. You are welcome to send a substitute in your place if you cannot attend.

**Accommodations and Parking:** For a list of nearby accommodations, please contact us at (971) 673-0825 or visit the Portland Visitors Association at [www.pova.com/visitors](http://www.pova.com/visitors). The Oregon Convention Center is located at the Convention Center MAX stop and is serviced by trains every 8 to 15 minutes. Parking is available at the convention center for \$9/day. There are numerous events at the convention center, so please arrive early to ensure yourself a parking space.

**Questions? Contact Donald at (971) 673-0825 or by email at [donald.demont@state.or.us](mailto:donald.demont@state.or.us)**

### REGISTRATION FORM (please use one form per participant)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Participant Email: \_\_\_\_\_

Both Days  Day 1 only  Day 2 only Amount Due \$ \_\_\_\_\_

**Payment must accompany registration form. Please make checks payable to: Oregon Bureau of Labor and Industries**

Payment Method:  VISA  MasterCard  Check Purchase order # \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Exp: \_\_\_\_\_

Printed Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Do you want your materials presented in a Conference Binder **or** as a PDF Portfolio on a USB flash memory stick?  
 Conference Binder  USB Flash Memory Stick (requires Adobe® Reader)

#### DAY 1 PLAN November 29, 2012

**8:30-10:00 AM**  
 Caselaw Update  Workers' Comp  Rightful Discharge  Employee Handbook  
**10:15-11:45 AM**  
 Caselaw Update (cont.)  Workers' Comp (Cont.)  Rightful Discharge (continues)  Legal Hiring Practices  
**12:45-2:15 PM**  
 Social Networking in the Workplace  Healthcare Reform  Workplace Investigations  Vet's Preference in Public Employment  
**2:30-4:00 PM**  
 Legal Terminations  Independent Contractors  Workplace Invest. (Continues)  Workplace Privacy

#### DAY 2 PLAN November 30, 2012

**8:30-10:00 AM**  
 Social Media  19 No No's for Employers  ADA Accommodation  Hurricane I-9  
**10:15-11:45 AM**  
 Wage & Hour Update  19 No No's for Employers (Cont.)  ADA Accom. (continues)  Hurricane I-9 (cont)  
**12:45-2:15 PM**  
 Culture Clash or Consensus  Working w/ BOLI and EEOC  Harassment & Discrimination  Leave Laws-Tracking  
**2:30-4:00 PM**  
 Culture Clash or Consensus (cont)  Working w/ BOLI and EEOC (cont)  Recordkeeping & Background Checks  Leave Laws-Tracking (continued)

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Please Detach Along Dotted Line at Left

# BOLI's 28<sup>th</sup> Annual Employment Law Conference

Day 1, Thursday November 29, 2012

»»Speaker bios available soon on BOLI Website««

7:30 AM - 8:10 AM -Registration and Check-In

8:10 AM - 8:25 AM -Introduction & Breakfast in Rooms B113 - B116

8:30 AM - 10:00 AM	<b>Caselaw Update</b> -Richard Liebman	<b>The Life of a Workers' Compensation Claim</b> -Rebecca Watkins & Joseph Tam	<b>Rightful Discharge</b> -Brandy Cody	<b>Developing an Employee Handbook</b> -Jeff Brecht & Elizabeth Semler
10:00 AM - 10:15 AM	<b>B R E A K</b>			
10:15 AM - 11:45 AM	<b>Caselaw Update</b> -continues	<b>The Life of a Workers' Compensation Claim</b> -continues	<b>Rightful Discharge</b> -continues	<b>Legal Hiring Practices</b> -Dylan Morgan
11:45 AM - 12:45 PM	<b>L U N C H</b>			
12:45 PM - 2:15 PM	<b>Social Networking in the Workplace</b> -Anne Denecke	<b>Health Care Reform</b> -Tom Kramer	<b>Workplace Investigations</b> -Caroline Guest & Patricia Haim	<b>Veterans' Preference in Public Employment</b> -Jeff Burgess
2:15 PM - 2:30 PM	<b>B R E A K</b>			
2:30 PM - 4:00 PM	<b>Legal Terminations</b> -Shari Lane	<b>Independent Contractors</b> -Lisa Brown	<b>Workplace Investigations</b> -Continues	<b>Workplace Privacy</b> -Lisa Amato

**Caselaw Update**

**Instructor:** Richard Liebman

-Find out how recent court decisions could influence your company policies and practices. **(180 minutes)**

**Developing an Employee Handbook**

**Instructor:** Jeff Brecht & Elizabeth Semler

-Learn the steps for writing an effective and legal employee handbook. **(90 minutes)**

**Health Care Reform**

**Instructor:** Tom Kramer

-This session will look at the next steps for employers, while attempting to predict the next round of changes. **(90 minutes)**

**Independent Contractors**

**Instructor:** Lisa Brown

-Independent Contractor or Employee? Why does it matter? Learn how to self audit your independent contractor relationships to ensure your contractors are not misclassified. **(90 minutes)**

**Legal Hiring Practices**

**Instructor:** Dylan Morgan

-Learn how to identify and hire the best qualified candidate for your business without creating unnecessary risk of claims like negligent hiring, invasion of privacy, or discrimination. **(90 minutes)**

**Legal Terminations**

**Instructor:** Shari Lane

-Learn what you can do to identify risk factors, ensure proper documentation, reduce conflict in the termination meeting and avoid wage claims and other claims related to separation of employment. **(90 minutes)**

**Life of a Workers' Compensation Claim**

**Instructor:** Joseph Tam & Rebecca Watkins

-This session will help you navigate the complexities of the workers' compensation system, administer OFLA/FMLA paperwork, track the protected leave, deal with the injured worker's return to work and any related accommodation issues. **(180 minutes)**

**Rightful Discharge**

**Instructor:** Brandy Cody

-You'll learn lawful and effective techniques for ridding your workforce of employees who deserve to be fired, and for documenting those employees who deserve discipline. **(180 minutes)**

**Social Networking in the Workplace**

**Instructor:** Anne Denecke

-This session includes a discussion of the most common forms of social networking, how they are used in connection with the workplace, the use of social media in the hiring process, why employers should be proactive in handling social networking, and considerations in drafting social networking policies. **(90 minutes)**

**Workplace Investigations**

**Instructors:** Caroline Guest & Patricia Haim

-This workshop will provide the skills necessary to conduct effective internal investigations. Participants will build "real life" skills by learning how to develop an investigation plan, review files, interview witnesses, document those interviews and reach a conclusion. **(180 minutes)**

**Veterans' Preference in Public Employment**

**Instructor:** Jeff Burgess

-State, local and special governmental bodies are required to give preference to certain veterans and disabled veterans in hiring and promotions to civil service positions. This session will provide guidance and the steps to correctly apply the preference. **(90 minutes)**

**Workplace Investigations**

**Instructors:** Caroline Guest & Patricia Haim

-This comprehensive workshop will provide the skills necessary to conduct effective internal investigations that produce objective results and withstand scrutiny in subsequent litigation. Participants will build "real life" skills by learning how to develop an investigation plan, review files, interview witnesses, document those interviews and reach a conclusion. **(180 minutes)**

**Workplace Privacy**

**Instructor:** Lisa Amato

-This session will deal with frequent employer questions about workplace privacy. **(90 minutes)**

Day 2, Friday November 30, 2012

7:30 AM - 8:25 AM -Breakfast in Rooms B113 - B116

8:30 AM - 10:00 AM	<b>Social Media</b> -Clarence Belnavis	<b>Nineteen "No No's" for Employers</b> -Dan Grinfas	<b>ADA Accommodation</b> -Krishna Balasubramani & Jamie Carlton	<b>Hurricane I-9</b> -Ron Guerra
10:00 AM - 10:15 AM	<b>B R E A K</b>			
10:15 AM - 11:45 AM	<b>Wage and Hour Update</b> -Kent Pearson	<b>Nineteen "No No's" for Employers</b> -continues	<b>ADA Accommodation</b> -continues	<b>Hurricane I-9</b> -continues
11:45 AM - 12:45 PM	<b>L U N C H</b>			
12:45 PM - 2:15 PM	<b>Culture Clash or Culture Consensus</b> -Jennifer Bouman-Steagall	<b>Working with BOLI &amp; EEOC</b> -Panel	<b>Workplace Harassment &amp; Discrimination</b> -Alyssa Engelbert	<b>Dealing with Garnishments</b> -David Briggs & Shannon Martinez
2:15 PM - 2:30 PM	<b>B R E A K</b>			
2:30 PM - 4:00 PM	<b>Culture Clash or Culture Consensus</b> -continues	<b>Working with BOLI &amp; EEOC</b> -continues	<b>Recordkeeping &amp; Background Checks</b> -Jennifer Warburg	<b>Leave Laws -Tracking</b> -Joseph Tam

**ADA Accommodation**

**Instructor:** Krishna Balasubramani & Jamie Carlton

-This session on the ADA will focus on preemployment physicals, job descriptions, and how to handle the interactive process. **(180 minutes)**

**Culture Clash or Culture Consensus: How Much is Your Corporate Culture Costing You?**

**Instructor:** Jennifer Bouman-Steagall

-Join us for this interactive workshop to find out as we learn about the different types of corporate cultures and the market results they can achieve. **(180 minutes)**

**Dealing with Garnishments**

**Instructor:** David Briggs & Shannon Martinez

-This presentation will focus on employer responsibilities when a wage garnishment is received. **(90 minutes)**

**Hurricane I-9**

**Instructor:** Ron Guerra

-This seminar will provide you with tools and resources to administer form I-9 responsibilities with confidence, to understand the civil and criminal risks for non-compliance, and what to do when federal agencies conduct a worksite enforcement action. **(180 minutes)**

**Leave Laws -Tracking**

**Instructor:** Joseph Tam

-In this session, we will discuss the tracking of OFLA and FMLA usage to satisfy the regulatory requirements and other management purposes. **(90 minutes)**

**Nineteen "No No's" for Employers**

**Instructor:** Dan Grinfas

-What are the most common employer mistakes that lead to employment claims, and how can you avoid them? **(180 Minutes)**

**Recordkeeping & Background Checks**

**Instructor:** Jennifer Warberg

-This session will focus on employer responsibilities associated with the maintenance and dissemination of personnel files, including background checks under the Fair Credit Reporting Act and the EEOC's new guidance regarding criminal background checks. **(90 minutes)**

**Social Media**

**Instructor:** Clarence Belnavis

-This session will cover recent cases involving social media and provide tips and guidance for employers. **(90 minutes)**

**Wage and Hour Update**

**Instructor:** Kent Pearson

-This session will highlight recent trends and developments in Oregon wage and hour law, the mistakes commonly made by employers, and ways to avoid them. **(90 minutes)**

**Working with BOLI and EEOC**

**Instructor:** Panel

-The panel of experts from BOLI, EEOC and law firms will answer questions about the investigative process, how to respond to complaints, and important timelines. **(180 Minutes)**

**Workplace Harassment and Discrimination**

**Instructor:** Alyssa Engelbert

-Learn what constitutes illegal harassment and how it differs from bullying and other harassing behavior. Review all protected classes and come away with specific examples of policies that will protect your organization. **(90 minutes)**

This program is pending approval for 12 general credit hours toward PHR, SPHR, and GPHR certification through the HR Certification Institute.

