

# HR Academy Presented by Fisher & Phillips LLP

Wednesday,  
February 17, 2010

&

Thursday,  
February 18, 2010

The Cunningham  
Conference Center

at Columbus State University

3100 Gentian Blvd.  
Columbus, GA 31907

8:00 a.m. - 12:00 p.m.  
Program

## Cost

\$65 for Chamber &  
SHRP Members

\$85 Non-Member  
Registration Required



FISHER & PHILLIPS LLP  
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Representing employers nationally in labor,  
employment, civil rights, employee benefits,  
and immigration matters



The HR Academy features eight different modules:

### 1. Compliance with Wage & Hour Laws

- Overview of Wage & Hour Laws
- Correctly Classifying Employees
- Monitoring Overtime & Meal/Rest Periods
- Payment of Wages & Deductions
- Exemptions
- Recordkeeping

### 2. Managing Leaves of Absences

- Complying with the Family and Medical Leave Act
- Workers' Compensation & Related Leaves
- Military Leave

### 3. Unlawful Discrimination, Harassment & Retaliation

- Overview of Laws Relating to Discrimination and Harassment
- Types of Discrimination and Harassment
- Dealing with Harassment Complaints and Conducting Investigations

### 4. Social Media

- Blogging
- Monitoring Personal Sites
- Derogatory Postings
- Emails
- "Text" Harassment

### 5. Rightful Discharge

- Recruiting & Hiring the Right People
- The Importance of Documentation
- Performance Evaluations
- How to Properly End the Employment Relationship

*Continued on reverse*



**6. Immigration & I-9 Compliance**

- Complying with Immigration laws
- E-Verify
- Handling Social Security Mismatch Letters

**7. Safety – Avoiding OSHA Citations**

- Overview of OSH Act
- Avoiding the New Enforcement Driven OSHA
- Achieving Operational Excellence Through Safety

**8. What to do When the Government Knocks**

- Laying the Groundwork to Withstand a Government Investigation
- The Employer’s Rights
- Responding to EEOC Charges
- Wage & Hour and OSHA Investigations
- Surviving an OFCCP Investigation

*This program qualifies for HRCI credit.*



*The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute’s criteria to be pre-approved for recertification credit.*

## HR Academy Registration

Date \_\_\_\_\_

Name(s) and Title(s) of Attendee(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Primary Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

\$65 for Chamber Members     \$65 for SHRP Members     \$85 for Non-Chamber/SHRP Members

Total Registration Cost \$ \_\_\_\_\_ Method of Payment:  Check     Credit Card

Please bill my account in the amount of \$ \_\_\_\_\_ Visa

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder’s Name as it appears on card \_\_\_\_\_

Cardholder’s Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**All attendees should RSVP to:**

Strategic HR Partners • The Cunningham Center • 3100 Gentian Boulevard, Suite 7C • Columbus, GA 31907  
Toll Free (866) 561-2465 • Office (706) 561-2465 • Fax (706) 562-1821 • email: [jgiddings@strategichrpartners.com](mailto:jgiddings@strategichrpartners.com)

For directions to the Cunningham Center, please call (706) 568-5101 or go online at [http://cld.colstate.edu/map\\_directions.asp](http://cld.colstate.edu/map_directions.asp).  
\*Because of the expected number of attendees, registrations will be accepted up to reaching the maximum available seating.