

Legal Aspects of Human Resources Management

November 3-4, 2010

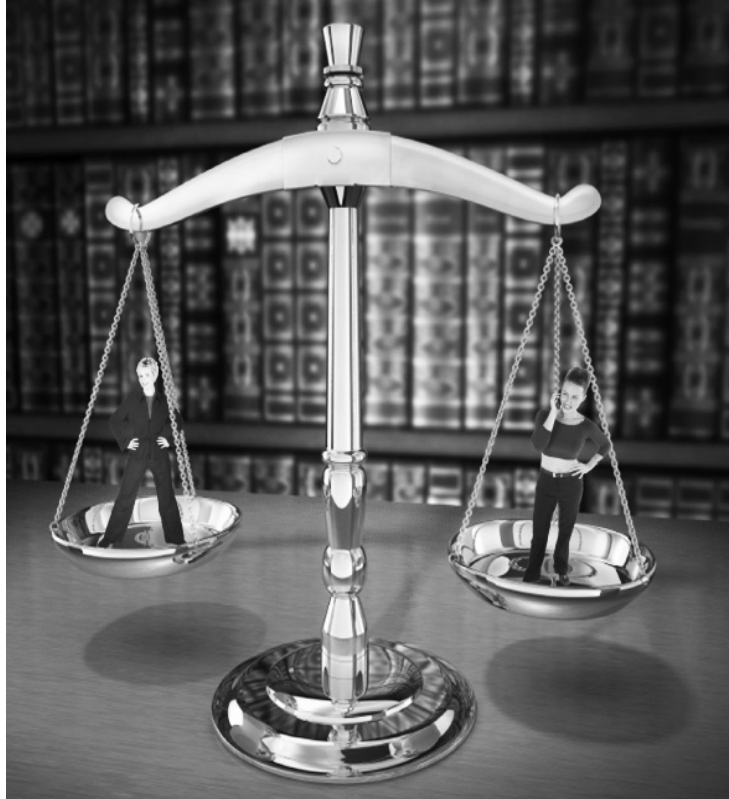
Hyatt Regency Savannah
Savannah, Georgia

"Verdicts in both discrimination and retaliation lawsuits resulted in the highest median awards to plaintiffs."

(Trends in Employment Practice Liability: Jury Trends and Statistics – 2008 Edition by Jury Verdict Research)

"The average settlement award for a lawsuit alleging violations of state wage and hour laws is \$24.4 million."

(Measuring the Value of Class and Collective Action Employment Settlements: A Preliminary Assessment reported in Human Resources Executive, March 2, 2009)



We have seen a rising trend in human resources law suits, both individual and class actions, in the United States. The results of litigation can be devastating in terms of dollars, time and the reputation of your organization. **Legal Aspects of Human Resources Management** will discuss major legislation that all managers need to be familiar with and will offer guidance to help avoid employee complaints, grievances and litigation. The workshop begins with a thorough discussion of the provisions of the Fair Labor Standards Act that relate directly to Head Start and human services organizations. An overview of the Family and Medical Leave Act will highlight areas of FMLA that are difficult to administer and that can place the organization at risk.

At the core of Head Start and human services organizations should be a commitment to fair, non-discriminatory treatment of both employees and clients. A discussion of the Civil Rights Act and related legislation will ensure that participants understand the various aspects of discrimination and learn how to avoid engaging in any discriminatory behaviors.

The main focus of the seminar will be the work environment. Trainers will address the employer's responsibility to create environments free from sexual harassment and hostility, avoid retaliatory actions, and protect whistle blowers. In addition to sharing information to include in training for employees, the trainers will also explore practices to help ensure healthy work environments.

The Standard Registration Fee is \$350 per person. Members of *T/TAS@Your Service* may qualify for the Subscriber Rate of \$330 per person. (Some restrictions may apply based on the level of your subscription; please visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including information on earning .95 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will learn about the major laws governing human resources and key areas of risk in human resources management.
- ★ Participants will become familiar with the most important elements of the Fair Labor Standards Act as they relate to managing human resources in Head Start and human services programs.
- ★ Participants will apply practices to avoid discrimination, comply with the Civil Rights Act, Equal Pay Act and Fair Pay Act, and avoid - but when necessary, respond to - complaints to the Equal Employment Opportunity Commission (EEOC).
- ★ Participants will explore policies and procedures that will ensure compliance with the Family and Medical Leave Act; sexual harassment and hostile work environments; and retaliation and whistle blower protections.

For more information, call 800-882-7482 or visit www.ttas.org

- ★ Participants will better understand rules of evidence and when and how to investigate questions or complaints.

Your Presenters



Colleen B. Mendel, Executive Director of T/TAS, is a specialist in program governance, wage comparability and salary administration, strategic planning, and human resources, especially wage and

hour, performance appraisal, employee selection, and succession planning. Ms. Mendel holds two Master's degrees, an M.B.A., and Duke University's certificate in Non-Profit Management.

Vicki Farrar, Esq., has represented companies in fields including employment and labor for over 30 years. She currently consults for attorneys and companies through her firm, Technology Counsel, and is the CEO of Catheter Connections, Inc. Ms. Farrar graduated summa cum laude from Wayne State University Law School, and served as Vice President of Legal, Intellectual Property and Regulatory Affairs at Cognetix and, most recently, as Vice President of Regulatory and Intellectual Property at Q Therapeutics, Inc.



(T/TAS reserves the right to substitute presenters as circumstances warrant.)

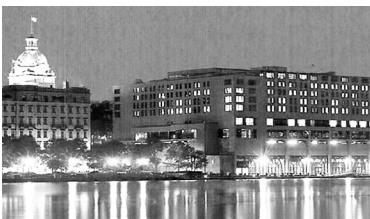
Tentative Agenda

Wednesday, November 3, 2010

8:00 - 9:00 a.m.	Registration
9:00 a.m. - Noon	Fair Labor Standards Act
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 4:30 p.m.	Fair Labor Standards Act (Cont'd) Family and Medical Leave Act

Thursday, November 4, 2010

9:00 - 11:30 a.m.	Civil Rights Act Equal Pay Act Lily Ledbetter Fair Pay Act EEOC Complaints
11:30 a.m. - 1:00 p.m.	Lunch on Your Own
1:00 - 2:30 p.m.	Sexual Harassment Hostile Work Environment Retaliation Whistle Blower Protections Liability and Exposure Rules of Evidence
2:30 - 3:00 p.m.	Wrap-up Workshop Evaluation



Hotel Accommodations

The Hyatt Regency Savannah is located at Two West Bay Street in Savannah, Georgia. Hotel accommodations are available at the special conference rate of \$106 per night for single or \$131 per night double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Legal Aspects of HR Management** when making your reservations. Please make your hotel reservations **no later than October 2, 2010** by calling 912-944-3678 or 888-421-1442.

The room block will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.

The Hyatt Regency Savannah is uniquely situated directly on River Front Plaza, offering unequalled access to the Historic District, shops, entertainment and business centers. Take a leisurely stroll through downtown Savannah to view stately homes, landmark architecture, and the sights that have made this city famous. Area attractions include River Street, Forsyth Park, Trolley Tours of historic Savannah, Paula Deen's Restaurant, Bonaventure Cemetery, the Juliet Gordon Low House, Broughton Street, Jepson Center, City Market, Telfair Museum, and Tybee Island Beach.

Registering for T/TAS Events

- ★ **To Register On-Line:** Go to www.ttas.org/calendar.html, locate the event for which you wish to register, and then click on the **Register** button. OR you can visit our home page at www.ttas.org, click on the **On-Line Registration** link, and select the event for which you wish to register.
- ★ **To Register By Mail:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and return with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: T/TAS, 1906 College Heights Boulevard #11031, Bowling Green, Kentucky 42101-1031.
- ★ **To Register By Fax:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and fax your Registration Form with Purchase Order or Credit Card info (Visa, MasterCard, or Discover) to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill. ***Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to the start of the event.***

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration *in writing* 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching all of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. Most of the events in our training catalogs can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482!**





Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

EVENT	SELECT FEE(S)
LEGAL ASPECTS OF HUMAN RESOURCES MANAGEMENT NOVEMBER 3-4, 2010, HYATT REGENCY SAVANNAH, SAVANNAH, GA	<input type="checkbox"/> Standard Registration: \$350 <input type="checkbox"/> TTAS@Your Service Subscribers: \$330 * <input type="checkbox"/> Check if requesting .95 CEUs (9.5 contact hours) from Western Kentucky University and include an additional \$25 in payment.

* Subscribers, please include **TTAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference description.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

- Check payable to T/TAS.
- Purchase Order No. _____ payable to T/TAS.
- Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____
 Expiration Date: _____ Signature: _____
Visa Card Users, please include 3-digit V number from back of card: ____ _

Return to: T/TAS
1906 College Heights Boulevard #11031
Bowling Green, Kentucky 42101-1031
Fax: 270-745-3340 or 270-745-2142
Call 800-882-7482 for more information

ACCESSIBILITY NEEDS:
Do you have any disability that requires special materials or services?
Do you have a special dietary need?

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event.
EIN61-1358086