

P.R.E.P.

Practice-Ready Education for Professionals

Office Management/ Human Resources Series

Program Overview

This series of six classes is designed to teach the fundamentals of office and human resources management—from hiring to firing and everything in between. Taught by employment law attorneys and human resources professionals, this series is not to be missed by any attorney who runs a small practice or any business attorney who touches on multiple disciplines.

February 15, 2018

3:00-4:30pm • 1.5 NLT/CLE Hours

Foundational HR from Hire to Fire, Part 1:
Recruiting and Hiring

March 29, 2018

3:00-4:30pm • 1.5 NLT/CLE Hours

Investigations: Workplace
Audits and Investigations

March 1, 2018

3:00-4:30pm • 1.5 NLT/CLE Hours

Foundational HR from Hire to Fire, Part II:
New Hire Forms

April 12, 2018

3:00-4:30pm • 1.5 NLT/CLE Hours

Audits: Navigating Workers'
Compensation and
Unemployment Claims

March 15, 2018

3:00-5:00pm • 2.0 NLT/CLE Hours

Alphabet Soup: ABCs and
123s of Employment Law

April 26, 2018

3:00-5:00pm • 2.0 NLT/CLE Hours

Supervisor and
Leadership Training

Pricing

 This series is CLE Easy Pass eligible

1.5 hour programs:

Members: \$67.50 prepaid/\$75 day of

Non-Members: \$95 prepaid/\$107.50 day of

Non-Attorneys: \$52.50 prepaid/\$60 day of

2.0 hour programs:

Members: \$90 prepaid/\$110 day of

Non-Members: \$125 prepaid/\$145 day of

Non-Attorneys: \$70 prepaid/\$80 day of

Speakers



Sharon DeLay, MBA, SPHR,
SHRM-SCP, CPCC,
GO-HR



Karen L. Poling, Esq.
Karen Poling Law, LLC



Brett Pizzuto,
Compensation Solutions Inc.



Phil Gauer, Esq.,
Philip Gauer Law

See reverse for course agendas.



www.cbalaw.org/cle

Program Agendas

February 15, 2018

3:00-4:30pm • 1.5 NLT/CLE Hours

Foundational HR from Hire to Fire, Part 1: Recruiting and Hiring

The interactive session will cover basic hiring considerations as they relate to the following:

- Writing a compliant and protective job description
- Defining a position's exemption status
- Casting a wide net to gather diverse applicants for the position
- Defining "safe" interview questions that yield useful information
- Creating a new hire packet with special attention to the application and I-9 form
- Employee file storage and retention

Upon completion, participants will know where to find helpful resources, have helpful checklists, and be able to guide clients, and themselves, through the HR new-hire process.

March 1, 2018

3:00-4:30pm • 1.5 NLT/CLE Hours

Foundational HR from Hire to Fire, Part II: New Hire Forms

The session is a follow up to hiring session and focuses on separating employees from employment. We'll cover the following:

- The value of an Employee Handbook
- The importance of documentation and how to do it
- The severance agreement and when to use one
- How to terminate an employee and wrap up the separation
- Reference checks
- Responding to unemployment claims

March 15, 2018

3:00-5:00pm • 2.0 NLT/CLE Hours

Alphabet Soup: ABCs and 123s of Employment Law

Understanding the various federal laws regarding employment law provides a strong foundation and important jumping-off point for making strategic and tactical decisions when to be a competitive and compliant employer. We'll review the key federal labor laws and employee number applicability that serve as the starting point for every employer/employee decision. A selection of what we'll cover includes the following:

- Title VII
- ERISA
- EEOC/OCRC
- NLRA/NLRB
- FLSA
- ADA
- ADEA
- GINA
- FMLA
- DOL

As part of our discussion, we'll reference case law examples.

March 29, 2018

3:00-4:30pm • 1.5 NLT/CLE Hours

Investigations: Workplace Audits and Investigations

Employers can avoid a lot of drama and expense by conducting self-audits of the workplace. In this session, we'll discuss:

- Preventative audits employers can do to mitigate audit fallout
- Fines and damages
- I-9 audits and DOT audits
- There will also be a discussion of tips and techniques for responding to unemployment claims.

April 12, 2018

3:00-4:30pm • 1.5 NLT/CLE Hours

Audits: Navigating Workers' Compensation and Unemployment

In a continuation of our discussion on employee claims, worker's compensation experts will discuss additional ways employers can insure themselves against increasing worker's compensation costs:

- Critical steps regarding responding to worker's compensation claims
- Top tips on what employers should do when investigating workplace accidents

April 26, 2018

3:00-5:30pm • 2.0 NLT/CLE Hours

Supervisor and Leadership Training

We'll wrap up the HR 101 series with a discussion of the critical importance of training and developing supervisors. This segment will include defining the roles and responsibilities of supervisors and how they can make, or break, an employer.

- The importance of documentation
- How supervisors can contribute to the important and protective activity of documentation
- The supervisor's role in developing and evaluating other team members
- Understanding when supervisors' exemption status can change from non-exempt to exempt

Registration



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