



Up-to-date training on employment regulations—  
what you need to know!

# HR Law

Don't guess! Protect your organization—and yourself—by knowing your rights and obligations under the law.

## Understand key HR issues in the workplace:

- Discrimination
- Pregnancy leave
- Reasonable accommodation
- Wage garnishment
- Legal land mines in hiring and firing
- Privacy in the digital era
- Handling leave abuses
- Retaliation threats
- Typical EEOC trouble spots

**We're  
coming  
to your  
area ...**



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[NationalSeminarsTraining.com/PBE](http://NationalSeminarsTraining.com/PBE)  
or call **1-800-258-7246**

# What if the only thing standing between your company and a devastating lawsuit is ...

- That new HR assistant you just hired? Or ...
- That manager who “doesn’t have time” for your training sessions? Or ...
- An overworked HR staff member who overlooks an obscure wrinkle in an important federal law?

**“I just pray every day that something doesn’t fall through the cracks!”**

This quote came from the director of human resources for a recognizable Midwestern corporation. But it could have come from any of the thousands of HR professionals throughout the country who know the destructive costs of making critical employment law blunders or benefits administration mistakes.

Send your staff to this intensive, information-packed program that provides the foundation to understanding HR laws from A to Z, so that NOTHING will fall through the cracks at your company!

**A**re you 100 percent sure they can handle EVERY situation that comes their way? Truth is, there are 1,001 different scenarios going on throughout your company every day that impact employment law, benefits administration, compensation and even fringe benefits.

And it only takes one mistake—however unintentional—to cause significant damage to your company’s ability to do business. Companies shell out an average of **\$750,000** in damages for wrongful termination suits that they lose! Even more sobering ... more and more companies are losing these suits each year.

Which makes it more important than ever for your HR staff (and other managers and supervisors in your company) to possess a keen working knowledge of the fundamentals of HR law. But where can you get this training quickly, easily—and accurately?

**Come to this seminar.** In just one day, we’ll cover the basics of HR law in a fast-paced, plain-English way that will provide a whole new level of understanding to anyone who has to deal with the thousands of facets of employment law.

## **It’s HR 101—and we take that as a BIG compliment!**

Our previous attendees call this course HR 101, and they say it with a smile! It’s a must-have foundation of knowledge everyone needs in today’s complex business world. We cover everything from the ADA ... to the FLSA ... to fringe benefits, but we don’t go in depth into the tiny nuances of each law.

Instead, participants learn the basics of what the law means ... to whom the law applies ... and which agency enforces the law. Plus, they’ll return to the office armed with resources they can immediately access when they need information.

What you’ll have after this powerful session are employees who know the magnitude of HR law and can converse with any employee about the issues safely ... and a dramatically reduced threat of mistakes, blunders and missteps due to ignorance that can land you and your company in hot water.

# HR Laws Are Changing

## That's Why This Training Is So Important

Are you up to date on what's happening in the world of HR law? This is a time of unprecedented change, not only in terms of the number and complexity of the regulations and laws, but also in how each is being enforced. Let's face it—being out of the loop could result in serious, costly penalties for organizations and key managers alike.

For instance, here are just a handful of things that need to be on your radar screen:

- **The EEOC is increasing enforcement** activities—which means employers need to make sure all their ducks are in a row. Are yours?
- Amendments to the Americans with Disabilities Act have forced some pretty **dramatic changes**. Do you know what they are and how to deal with them in your workplace?
- How much do you know about the **Genetic Information Nondiscrimination Act (GINA)**?
- **The Lilly Ledbetter Fair Pay Restoration Act** addresses discriminatory compensation decisions or practices. Should your organization be worried?
- **Employee privacy** is becoming a bigger and bigger issue, especially in terms of Internet use and the workplace, including the issue of what employees are writing and posting on social media sites. **Do you understand the implications for your organization?**

***These HR “hot spots” are just the tip of the iceberg. If you're not clear—super-clear—on the HR laws your organization must strictly comply with (as well as those workplace scenarios most likely to trip you up), you need to attend the HR Law seminar. Reserve your seat in this critical training today!***



The use of this seal confirms that this activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.



NST is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>. This program is valid for 5.5 PDCs for the SHRM-CP or SHRM-SCP. For more information about certification or recertification, please visit [www.shrmcertification.org](http://www.shrmcertification.org).

## A Few of the Many Organizations That Count on Us for Results-focused Training ...

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## Major Equal Employment Laws

- Key federal equal employment laws
  - Title VII of the Civil Rights Act of 1964
  - Pregnancy Discrimination Act of 1978
  - Equal Pay Act of 1963
    - Lilly Ledbetter Fair Pay Restoration Act of 2009
  - Age Discrimination in Employment Act of 1967
  - Americans with Disabilities Act (ADA) of 1992
    - ADA Amendments Act of 2008
  - Genetic Information Nondiscrimination Act (GINA) of 2008
- State Fair Employment Practice Acts (FEPAs)
- Uniformed Services Employment and Reemployment Rights Act (USERRA)

## Understanding the Laws Related to Protected Classes

- Federal
  - Race and color
    - Form EEO-1
  - Age
    - Releases
  - National origin
    - Form I-9 (Immigration Reform and Control Act of 1986)
  - Gender
    - Gender discrimination
    - Pregnancy
    - Sexual harassment
  - Religion and religious practices
  - Disability
    - Definitions under the ADA Amendments Act
    - Pre-employment inquiries
    - Post-offer inquiries
    - The EEOC interactive process

- State
  - Sexual orientation
  - Gender identity
  - Marital status
  - Lifestyle laws

## Handling Discrimination Claims

- Discrimination
  - Impermissible actions, including retaliation
  - Disparate treatment
    - Burden of proof
  - Disparate impact
    - Burden of proof
  - Bona Fide Occupational Qualification (BFOQ)
  - The EEOC complaint handling process

## Privacy in the Workplace

- Telephone monitoring
- Computer monitoring, including social media
- Electronic mail and voice mail
- Video monitoring

## Pay Practices

- Fair Labor Standards Act (FLSA)
  - Minimum wage
  - Overtime
    - Compensable hours (what constitutes)
    - Off-the-clock work
  - Exemptions from overtime
- Garnishment
  - Federal
  - State

# Comprehensive Agenda

Registration begins at 8:15 a.m.

## Sexual Harassment

- 3 definitions of sexual harassment
- Standard of liability
- 2 elements of affirmative defense
- Anti-harassment policy and complaint procedure
- Measures to stop harassment

## Family and Medical Leave Act (FMLA)

- Eligibility requirements for benefits
- Reasons eligible employees can take leave
- FMLA 12-month options
- Intermittent FMLA leave

## Consolidated Omnibus Budget Reconciliation Act (COBRA)

- Eligibility
- Mini-COBRA law

## Health Insurance Portability and Accountability Act (HIPAA)

- Eligibility
- The privacy rule
- Coverage

## Occupational Safety and Health Act (OSH Act)

- The General Duty Clause: Employer
- The General Duty Clause: Employee
- The standards
- Hazard assessment
- Written programs
- Training

## The NST Way— 30 Years of HR Training and Development

When results matter, you want a training partner that you can rely on. For three decades, NST has provided new ideas ... answers to tough challenges ... and legal updates to HR professionals across the United States. A recognized leader in HR training and development, NST has been chosen by over 300,000 HR professionals in the past 15 years.

When you choose NST as your education partner, you can depend on getting the kind of expert insight you need to stay current in a rapidly changing business world. NST offers over 6,000 workshops and over 180 live Webinars each year.

Each year over 122,000 associates and over 46,000 managers turn to NST for solutions to the challenges they face. In the past 10 years, NST has partnered with over 8,000 organizations to deliver tailored team and corporate training solutions.

Every course offered by NST is developed by a team of experts with decades of real-world experience. So you can count on getting relevant information and career-building skills from a trainer who knows what's going on in today's world.

## Bring *HR Law* to Every Leader in Your Organization— Tailored to Meet *Your* Needs



If you want to accelerate your organization's results in a very short time, there's one thing that will make a more dramatic impact than anything else you can do.

**Give everyone in your organization the skills they need to be legally compliant.**

When you choose an on-site solution from NST, you'll be in complete control of your training day but we'll do the work for you—from assessment to delivery.

- We'll help you find a trainer—from our roster of 150+ subject matter experts—who engages with your team, culture and climate
- You choose a date and location that meet your needs
- You tell us about your needs, and we'll tailor the program to match your goals
- You get standardized, consistent training for everyone on your team

For 30 years, NST has been providing training that delivers measurable results ... engages and inspires your team for maximum retention ... and provides innovative content that meets your goals.

There's simply no better way to get your team up to speed fast while getting every professional in your organization on the same page at the same time.

**Close Skill Gaps. Engage Employees. Improve Performance.**

For more information or to receive a free needs analysis, call

**1-800-344-4613** or email us at [onsite@natsem.com](mailto:onsite@natsem.com).

## Workshop Schedule

### Enrollment Fee

**Group discount:** When three enroll from your organization, a fourth attends FREE. Group discounts apply to seminar registrations only and cannot be used for STAR12 or on-demand seminars.

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\*Plus tax where applicable

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Call toll-free **1-800-258-7246**

### Registration Information

**Our Registration Center** is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

**Check-in** begins at 8:15 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

**Cancellations and substitutions.** Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

**CEUs:** Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. You may also call us at 1-800-258-7246 for additional assistance.

**Tax deduction:** The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

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Up-to-date training on employment regulations—what you need to know!

Don't guess! Protect your organization—and yourself—by knowing your rights and obligations under the law.

**Get up to date on the most critical areas of HR law, including:**

- FMLA
- FLSA
- Equal Pay Act
- HIPAA
- ADA
- Wage garnishment
- Older Workers Benefit Protection Act
- OSHA



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