

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



HR LAW



Finally – HR law taught in plain English! Join us for this all-new workshop that covers ALL the essentials.

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

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

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

Enroll online at
www.NationalSeminarsTraining.com
or call 1-800-258-7246.



This program is part of the STAR12 Complete Learning Center – learn more on page 5.

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?

Are 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 ADA ... to 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 of information that they can immediately access when they need it.

What *you’ll* have after this powerful session are employees who know the magnitude of HR law ... 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.

It’s training that’s guaranteed.

As always, this training comes with National Seminars Training’s **100 percent** money-back guarantee. Simply put, if you’re not happy, we’re not happy. If you don’t agree that this training will give your people the solid background they need to safely maneuver through complex employment law and benefits administration, we’ll refund your entire registration fee – every penny.

Give your people the tools they need to succeed. Enroll online at www.NationalSeminarsTraining.com or call and register today at **1-800-258-7246**.

“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!

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 today? 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 issues** are 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 that your organization must strictly comply with (as well as those workplace scenarios that are most likely to trip you up), you need to attend the HR Law seminar. Reserve your seat in this critical training today!

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

Nordstrom • Honeywell • Ben & Jerry’s Ice Cream • U.S. Coast Guard • Goodyear Aerospace • Century 21 • Macy’s • McDonald’s • Wal-Mart • Sprint • Commerce Bank • Touche Ross • Johnson & Johnson • National Association of Realtors • Schnuck Markets • American Cancer Society • Atlantic Richfield • American Bar Association • IBM • National Geographic Society • AT&T • Texas Instruments • NASA • Hughes Aircraft • The World Bank • Digital Equipment Corp. • Hewlett-Packard • City of Los Angeles • Bank of America • Pacific Mutual Life Insurance • American Express • Transamerica Occidental Life Ins. • Pitney Bowes • Citicorp Real Estate Corp. • Anheuser-Busch, Inc. • Great Western Financial Security • Monsanto • And Thousands More!

HR Law

No one leaves our seminars empty-handed. Everyone who attends will return to the office with:

The seminar workbook – All the information from the seminar is condensed into this valuable resource. It’s thoroughly researched and laid out in a user-friendly style that will make it the best go-to guide back at work when complicated employment law problems arise.

A “quick-look” guide to employment law – This handy resource goes a little more in-depth into the rules and regulations most commonly faced on a day-to-day basis. It surely will become a fixture on the desktops of every savvy HR staffer or supervisor who desires to work in a legally safer environment.

A Certificate of Completion – Everyone who completes the course will receive this handsome document as a testimony of their desire to strengthen their professional development.

Your Comprehensive Agenda

Workshop hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

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 of 1992
 - ADA Amendments Act of 2008
 - Genetic Information Nondiscrimination Act 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
 - 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

Family and Medical Leave Act (FMLA)

Consolidated Omnibus Budget Reconciliation Act (COBRA)

HIPAA – Health Insurance Portability and Accountability Act

Occupational Safety and Health Act (OSHA)



Attend Unlimited Seminars for an Entire Year for Only \$299

And that's just for starters! Because the **STAR12 All-Access Training Pass** gives you so many benefits ... you won't believe how we do it!

With your **STAR12 All-Access Pass**, you get UNLIMITED access to ...

- One- and two-day seminars
- Live and on-demand webinars
- Online learning courses
- The exclusive STAR12 Franklin Covey Online Audio Collection ... featuring selections from leadership legend Stephen Covey
- STAR12's Online Certification programs

And more!

Purchase your **STAR12 All-Access Pass** today and you can attend our **HR Law** seminar for FREE!

"STAR12 is SO worth the money ... you'd be crazy not to take advantage of this offer!"

- L. Steadford, Houston, TX

Get Your **STAR12 All-Access Pass** online at www.NationalSeminarsTraining.com or call 1-800-258-7246.

HUGE DISCOUNTS FOR GROUPS OF 10+

If you have a group of 10 or more that would benefit from unlimited professional development, give us a call at 1-800-258-7246. We'll help you save a TON of money!

We Bring Our Training to You!

STAR12 Enterprise Learning Solutions

You're a pretty sharp cookie, so you know what's going on in your workplace. You hear the complaints. You feel the frustrations. You understand the pain. So what are some of the toughest challenges your organization is facing right now?

- Does your leadership team need help with handling nonperformers, dealing with turnover or absenteeism, or boosting morale?
- Could your customer service team benefit from knowing how to deliver customer service that wows?
- Do your key decision makers need a little help with creative or strategic thinking?
- Could all your employees benefit from stronger collaboration skills ... sharper email writing skills ... or better project management skills?

You Have Challenges – We Have Solutions!

Our STAR12 Enterprise Learning Solutions division has been a leading provider of custom employee development and training solutions for nearly three decades. We've helped thousands of organizations overcome tremendous hurdles through a variety of training and development solutions, including:

- On-site training – on more than 300 topics
- Online learning – convenient with a super-low cost per person
- Blended learning solutions – the perfect blend of live and online

We welcome the opportunity to show you how we can turn your challenges into opportunities and transform your employees into success-focused champions.

Find out more: call 1-800-344-4613, email us at onsite@ruceci.com, or visit us on the Web at www.NationalSeminarsTraining.com.

To Enroll ...



Register online at www.NationalSeminarsTraining.com



Or call toll-free 1-800-258-7246



Or fax the completed registration form to 1-913-432-0824



Or mail the form to:
National Seminars Training
P.O. Box 419107
Kansas City, MO 64141-6107

Registration Information

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

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation. If you cannot attend, you may send a substitute or receive full credit toward a future enrollment. For cancellations made 5 or more business days before the event, you may request a refund less a \$10 enrollment fee. For enrollments made in conjunction with a STAR12 purchase, STAR12 cancellation rules apply – visit the Information Center at www.NationalSeminarsTraining.com.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

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.

FED ID #43-1576558

REGISTRATION FORM

1. Enrollment Fees

Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only, and cannot be used for STAR12 memberships.

The STAR12 All-Access Pass – Only \$299

Your STAR12 All-Access Pass entitles you to unlimited access to all STAR12 seminars, webinars, online courses, and more for 12 months. Use your STAR12 All-Access Pass to attend **HR Law** for FREE!



2. Names of Attendees (Please Print)

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. _____ Title _____
E-mail Address _____
City/Event #: _____

2. Mr./Ms. _____ Title _____
E-mail Address _____
City/Event #: _____

3. Mr./Ms. _____ Title _____
E-mail Address _____
City/Event #: _____

3. Company Information (Please Print) *Phone required in case of last-minute changes.

Organization _____
Address _____ Mail Stop _____
City _____ State _____ ZIP _____
Approving Supervisor: Mr./Ms. _____
E-mail Address _____
*Phone _____
**Fax _____
Sign here _____

***This fax number will be used to send confirmation of your registration as well as to notify you and your organization of upcoming events in your area and provide you and your organization with special discount offers. By signing, you and your organization are giving permission for RUCEC to use your fax number for these purposes.*

4. Method of Payment

If you have registered by phone, please record your confirmation number here: _____

Check payable to National Seminars Training is enclosed

Charge to: MasterCard VISA American Express Discover Diners Club
Card No. _____ Exp. Date _____
Signature _____

Bill my organization; Attn: _____
(Note: Full registration fee due and payable prior to start of workshop)

Our purchase order is attached (government, educational, and health-care organizations only)

5. Important: Your VIP Customer Number

□□□□-□□□□□□-□□□□-□□□□

Fill in your VIP Customer Number as it appears above the name on the mailing label. (Record the number even if the label is addressed to another individual.)

SD, CT and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.



This program has been approved for 5.5 recertification credit hours through the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute home page at www.hrci.org.

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

Learn more:

www.NationalSeminarsTraining.com

or call 1-800-258-7246.

VIP #919-118101-001

Attend the *HR Law 2012* seminar for FREE with your STAR12 All-Access Training Pass.



STAR12 Helps You Stretch Your Training Dollar to the Max!

STAR12 is reinventing professional development ... making it **EASIER** and more **AFFORDABLE** for you to get the training you need to achieve the career success you deserve!

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- Professional Certification programs
- The Franklin Covey Audio Collection

And much more!
See page 5.



Call 1-800-258-7246 and ask about our **HUGE DISCOUNTS** for groups of 10+.