

Directions to The Desmond Hotel & Conference Center

660 Albany-Shaker Road, Albany, 518-869-8100, www.desmondhotelsalbany.com

From the South or from the West: Take NYS Thruway North to Exit 24. After toll booths, take Adirondack Northway (I-87) North "Montreal and Saratoga" to Exit #4 "Albany Airport" exit. At the end of the ramp, go left onto Wolf Road. At next traffic light, go left on Albany-Shaker Road. You will pass under the highway, proceed straight through the next intersection. The Desmond Hotel is the next building on your left.

From the East: Take Mass Turnpike West to Exit B1, "I-90 Albany West". Remain on I-90 West for 15-20 miles, viewing downtown Albany to your left about mid-way. Stay on I-90 until you see signs for "Montreal, North". Go North on the Adirondack Northway "Montreal" I-87 to Exit #4 "Albany Airport". At bottom of ramp, go left onto Wolf Road. At next traffic light, go left onto Albany-Shaker Road. You will pass under the highway, proceed straight through the next intersection. The Desmond Hotel is the next building on your left.

From the North: Take the Adirondack Northway (I-87) to Exit #4 "Albany Airport/Wolf Road". On ramp, bear to the right. At end of ramp, there is a traffic light. Go left onto Old Wolf Road. At the next traffic light, go right onto Albany-Shaker Road and take an immediate left into the parking lot.

Registration

Register online at www.bsk.com

Or complete and return the registration form below. Please RSVP 10 days prior to seminar.

Registration Fees (per program)

- BS&K Clients / Albany-Colonie Chamber Members: \$45.00; General Public: \$50.00
 Advanced Registration for all three sessions: \$125.00

Dates and Topics (check one or more)

- February 11: Screening and Hiring / Discrimination, Harassment & Retaliation
 April 22: Wage & Hour / Employing Foreign Workers
 June 10: Employee Handbooks / ERISA

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____ Telephone: _____ Fax: _____

The following people will also attend:

Name: _____ Title: _____ E-Mail: _____

Name: _____ Title: _____ E-Mail: _____

Refunds will only be made for cancellations received 5 business days before event.

Register online at www.bsk.com or complete and return the registration form to:
Ms. Toko Moyo, Bond, Schoeneck & King, PLLC, One Lincoln Center, Syracuse, NY 13202
Fax: 315-218-8100 Questions: 1-800-339-8897 E-mail: tmoyo@bsk.com
Please make checks payable to Bond, Schoeneck & King, PLLC.

This seminar is intended for the invited guests of Bond, Schoeneck & King, PLLC, who reserves the right to deny admission to any applicant.

BS&K Labor & Employment Law Academy

What You Need To Know To Avoid Employment Law Issues In Your Workplace

Invaluable Information For:

- Business Owners
- Human Resource Professionals
- Others Performing the Human Resource Function, including, Executive Directors, Business and Office Managers, Operations Managers, and Others

Spring Calendar The Desmond Hotel & Conference Center

BOND, SCHOENECK & KING, PLLC
ATTORNEYS AT LAW • NEW YORK FLORIDA KANSAS



In Conjunction With **the chamber**
albany-colonie regional chamber of commerce
vision for business

Academy Overview

In today's workplace, it is imperative to understand the far-reaching effects of employment laws and regulations that impact each and every business. Failure to do so may result in significant administrative fines or costly legal judgments.

The Academy program is your one-stop solution. This program will provide participants with a comprehensive review of employment laws – from screening and hiring, to wage and hour issues, to performance management and terminations.

Presented by recognized leaders in employment law and human resources, the Academy will focus on practical workplace applications that will prepare you to deal with the real-life issues you face every day.



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.

Program Agenda

8:00 - 8:30 a.m.

Registration and Continental Breakfast

8:30 - 10:00 a.m.

Program Topic A

10:00 - 10:15 a.m.

Break

10:15 - 11:30 a.m.

Program Topic B

2009 Spring Program

February 11, 2009

Safe Hiring and Effective Employment Screening: How To Avoid Bad Hires Without Incurring Liability

When undertaking the hiring process, employers must seek to balance their interest in ensuring quality hires and avoiding potential liability for negligent hiring with the risks inherent in screening employment applicants. This seminar will guide participants through a safe and effective hiring and screening process – from the employment application, through the interview, assessment tests and background checks, to the decision to hire – and instruct participants how to avoid the legal pitfalls that arise during this process.

Sarah D. Vero, Esq.



The Evolving Threat of Discrimination, Harassment & Retaliation

John M. Bagyi, Esq., SPHR

As discrimination, harassment and retaliation claims continue to plague employers and jury verdicts grow, it is more important than ever to pro-actively identify and address vulnerabilities and to be prepared to respond appropriately when concerns arise. This session will address the latest developments in this area and how they affect your organization, and will offer practical advice on preventing and reducing claims.



2009 Spring Program

April 22, 2009

Wage and Hour Fundamentals:

What Every New York Employer Needs to Know

With so many wage and hour rules, it's no wonder employers are confused! In this presentation, you will learn to classify employees, calculate overtime properly, maintain required wage and hour records, avoid independent contractor misclassification, and comply with New York State-specific rules, such as meal periods, wage deductions, and frequency of pay requirements.

Joanmarie M. Dowling, Esq., SPHR



U.S. Department of Homeland Security and You:

What You Need to Know to Employ Foreign Workers

In recent years, we've seen a heightened number of employer audits, heightened security, delays in visa issuance, and filing fee increases in both temporary, as well as permanent, residency immigration cases. With this in mind, we will address the complexities that U.S. employers face in the hiring of temporary and permanent foreign professionals, including the timing of hiring, costs associated with sponsorship, and delays, and their impact on the retention of foreign born employees.

Thomas G. Eron, Esq.



June 10, 2009

Everything You Need to Know About Employee Handbooks

Sanjeeve K. DeSoyza, Esq.

Employee handbooks – do you need one? Does yours comply with applicable state and federal laws? This presentation will address those questions, as well as many others concerning employee handbooks – a document vital to avoiding liability for employment decisions. You will also learn why all employers should have an employee handbook, how to avoid creating an employment contract when issuing an employee handbook, what topics should be addressed in handbooks, and what recent legal developments may require you to update your existing employee handbook.



The Building Blocks of Benefits Knowledge:

ERISA Essentials

The Employee Retirement Income Security Act (ERISA) is a cornerstone in the legal structure of employee benefits. In this session, you will learn what benefits are covered by ERISA, and the information that must be provided by the employer to employees and governmental agencies. We will also explore the rights given to employees under this protective statute.

Amelia (Amy) M. Klein, Esq.



2009 Fall Program Topics

Performance Management / Sick, Injured & Disabled Employees

Compensation Fundamentals / COBRA

Workplace Investigations / Introduction to Labor Relations