

# Bond

## LABOR AND EMPLOYMENT LAW ACADEMY 2019

### Fall 2019 Calendar

#### September 18

- Practical Tips on Successfully Handling Unemployment Claims
- Why Your Employee Handbook is Likely in Need of Work and How to Fix It

#### October 16

- How to Legally and Effectively Conduct Workplace Investigations
- NY's Paid Family Leave – Two Years In, Important Lessons Learned

#### November 19

- Hiring in 2019 – Not as Easy as You Think
- Navigating Complicated Employee Discipline and Terminations

#### Location

Albany Marriott • 189 Wolf Road  
Albany, NY 12205 • 518.458.8444

#### Registration Fees Per Person

Bond Clients: \$60; \$155 in advance for all three sessions

Non-Clients: \$75; \$200 in advance for all three sessions

*Refunds will only be made for cancellations received no fewer than 5 business days before event. This seminar series is intended for the invited guests of Bond, Schoeneck & King PLLC. Bond reserves the right to deny admission to any registrant.*

**Register:** [bsk.com/events](http://bsk.com/events)



#### 3.0 General HRCI Credits (per session)

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



#### 3.0 SHRM PDCs (per session)

Bond, Schoeneck & King PLLC is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP or SHRM-SCP. Each program is valid for 3.00 PDCs for the SHRM-CP or SHRM-SCP.

### 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.

### Invaluable Information For

- Human resource professionals
- Business owners
- Those performing the human resource function, including executive directors, business, office and operations managers

### Program Agenda

- 8 - 8:30 a.m. Registration and Continental Breakfast
- 8:30 - 11:30 a.m. Program

### September 18

#### Practical Tips on Successfully Handling Unemployment Claims

*Presented by Robert F. Manfredo, Esq.*

For some employers, the mere thought of dealing with a former employee's claim for unemployment benefits can be daunting. Regardless of how sound the reason for termination, employees frequently seek unemployment benefits, putting employers in a position where they must defend the basis for termination at an unemployment hearing. This seminar will provide the audience with an overview of the unemployment process, from questionnaire to appeal, and provide practical tips on steps that employers can take to best position a defense to an unemployment claim, including what administrative law judges look for during a hearing.

#### Why Your Employee Handbook is Likely in Need of Work and How to Fix It

*Presented by John M. Bagyi, Esq., SPHR, SHRM-SCP*

Employee handbooks are not a necessary evil, they are a valuable resource for both employers and employees – but only if they're drafted correctly and updated regularly. This session will discuss what employee handbooks should and should not contain, recent legal and best practice developments that likely necessitate a handbook update, and issues related to maintaining your handbook in electronic form, as well as a detailed discussion of key handbook sections including those addressing discrimination, harassment and retaliation, technology use and monitoring, and drugs and alcohol.

### October 16

#### How to Legally and Effectively Conduct Workplace Investigations

*Presented by John M. Bagyi, Esq., SPHR, SHRM-SCP*

In today's workplace, investigations into workplace harassment, theft and other forms of employee misconduct are commonplace. Handled correctly, a workplace investigation can limit or even eliminate an employer's legal liability. Yet, all too often, workplace investigations are inadequate or ineffective. This presentation will provide a crash course in how to effectively and legally conduct workplace investigations by addressing difficult issues, including where to start an investigation, who should be interviewed, how to handle a difficult witness or one who refuses to participate, and the rights of employees during investigatory interviews.

#### NY's Paid Family Leave – Two Years In, Important Lessons Learned

*Presented by Sanjeeve K. DeSoyza, Esq.*

Since New York's Paid Family Leave took effect, employers have faced a number of unique challenges in managing the benefit. Through case studies drawn from actual experience, this program will focus on lessons learned and practical pointers, particularly in effectively navigating the interplay between PFL and other leave and benefit laws (such as FMLA, ADA, and short term disability pay).

### November 19

#### Hiring in 2019 – Not as Easy as You Think

*Presented by Michael D. Billok, Esq.*

For the past several years, employers have focused on ensuring non-discrimination in hiring: not asking the wrong question during interviews, and changing the way they research applicants on social media so as not to know any protected statuses of an applicant when hiring. This is excellent... but recent suits and enforcement actions show there is still more to be done. Do you have applicants sign consent to a background check on their application forms? Do you take photocopies of documents to verify employment eligibility and then examine the copies to fill out your I-9s? Do you not have any documentation to show you've considered the required factors when turning down an applicant because of a prior conviction? If you answered yes to any of these questions, or if you want to learn what aspects of the hiring process are subject to greater risk from recent litigation and enforcement activity, then this session is for you.

#### Navigating Complicated Employee Discipline and Terminations

*Presented by Robert F. Manfredo, Esq.*

Disciplining and terminating employees is never easy. These situations become more difficult when the employee being disciplined or terminated is receiving an accommodation, on a leave under the FMLA, has recently reported harassment or participated in a workplace investigation, or is in a protected class. Through the use of case studies, this seminar will provide the audience with guidance on how to navigate through difficult discipline and termination scenarios, with a focus on best practices for safeguarding your organization from liability.