



# 2004-2005 HR Breakfast Series

Our Breakfast Series Seminars, co-sponsored by MACNY, are designed to address current, important issues and will provide updates and insight on a variety of important topics.

All Syracuse presentations will take place at MACNY headquarters (see below) with the exception of the October 26 program, which will take place at the Holiday Inn on Electronics Parkway. The October program is designed to satisfy legal requirements that you train your employees, especially supervisors and managers, on harassment issues. A Certificate of Attendance will be provided to each participant upon completion. Please see reverse for dates/places in our "On The Road HR Series" for locations in Auburn, Binghamton, Utica and Watertown.

<u>Date</u>	<u>Topic</u>
September 28, 2004	Overtime Regulations
October 26, 2004	Harassment and Diversity Training (Certificate of Attendance provided) <b>(Expanded Program 8:00 a.m. - 10:30 a.m.)</b>
November 23, 2004	H.R. Audits
December 21, 2004	COBRA (Consolidated Omnibus Budget Reconciliation Act)
January 18, 2005	Severance Plans/Administration
February 15, 2005	FMLA (Family and Medical Leave Act)
March 15, 2005	Hiring/Assessments
April 19, 2005	HIPAA (The Health Insurance Portability and Accountability Act of 1996)
May 17, 2005	Record Keeping/Posting

Registration and Full Breakfast: 7:30 a.m. to 8:00 a.m.; Program: 8:00 a.m. to 10:00 a.m.

Briefings held at MACNY Headquarters, One Webster's Landing, Syracuse, NY

Cost for each HR Breakfast Series Session is \$25 for BS&K Clients and MACNY Members

**Save \$25 - Sign up for all nine seminars and pay only \$200**

\$35 for Non-Clients and Non-Members (includes breakfast and handouts)

*See reverse side for registration information*



**BOND, SCHOENECK & KING, PLLC**  
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# On The Road HR Series

<u>Topic</u>	<u>Date</u>	<u>Location</u>
Overtime Regulations	9/21/04	Watertown
H.R. Audits	11/16/04	Binghamton
COBRA	12/14/04	Utica
Severance Plans/Administration	1/11/05	Auburn
FMLA	2/8/05	Utica
Hiring/Assessments	3/8/05	Auburn
HIPAA	4/12/05	Binghamton
Record Keeping/Posting	5/10/05	Watertown

Registration and Continental Breakfast: 7:30 a.m. to 8:00 a.m.;

Program: 8:00 a.m. to 10:00 a.m.

Cost for each HR Breakfast Series Session is \$10 for BS&K Clients and MACNY Members  
\$15 for Non-Clients and Non-Members (includes breakfast and handouts)

## Fax-Back Registration Form

Fax your registration to Shyleen at MACNY – 315-474-0524; Phone – 315-474-4201

Please indicate if you are a  BS&K Client or  MACNY Member

Participant \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Seminar \_\_\_\_\_ Date \_\_\_\_\_

Seminar \_\_\_\_\_ Date \_\_\_\_\_

Seminar \_\_\_\_\_ Date \_\_\_\_\_

Seminar \_\_\_\_\_ Date \_\_\_\_\_

If you are unable to honor your registration, please provide us with 48 hours notification.  
Otherwise, we will be charged by the venue and have to pass along the cost to you.