

## HIGHLIGHTS

- Legal Update
- Nuts and Bolts—Advanced Basics for Protecting Your Business
- Wage and Hour Update
- How to Keep Great Employees
- Sexual Harassment
- Leaves of Absence
- Case Study—Bringing it All Together

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## 2008 EMPLOYMENT PRACTICES CONFERENCE

Nov. 5, 2008 • Burbank Area | Nov. 12, 2008 • San Francisco

As the professional who oversees your business' HR function, you need to be current in every aspect of employment law. State and federal laws change annually and offer more protection for the employee than ever before, especially in California.

This conference is designed by CPAs, attorneys and HR administrators to bring you up-to-date on the issues that affect your workplace. From wage and hour issues and sexual harrassment to keeping great employees, our experts deliver what you need to prevent common employer mistakes. Plus, the interactive closing session will bring together all of the concepts and allow you to ask the experts.

### DESIGNED FOR

CPAs, controllers, office managers, human resource generalists and other professional staff responsible for the HR function, as well as CPAs and attorneys who want to be knowledgeable about employment law when their clients discuss personnel issues with them.

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## 2008 Employment Practices Conference

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**TO REGISTER**

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**8:30 AM WELCOME**

**Katherine A. Hren, Esq.**  
Conference Chair  
Ballard Rosenberg Golper & Savitt, LLP  
Universal City

**8:35 AM**

**LEGAL UPDATE**

- Recent legislation
- Trends
- Hot topics
- Key cases

**Mark E. Terman, Esq.**

Reish Luftman Reicher & Cohen  
Attorneys at Law  
Los Angeles

**9:25 AM**

**NUTS AND BOLTS—ADVANCED BASICS FOR PROTECTING YOUR BUSINESS**

- Employee handbooks
- Posting requirements
- Arbitration agreements
- Confidentiality agreements
- Time cards/record keeping
- Personnel files
- Employment applications
- Performance reviews
- Job descriptions
- Interview questions
- Offer letters

**Deborah F. Birndorf, Esq., MBA**

Birndorf Law Offices  
Los Angeles

**10:35 AM**

**WAGE AND HOUR UPDATE**

- Alternative arrangements
- Accounting profession issues
- Exempt/Nonexempt
- Meal and rest periods
- Travel time
- Wage donations
- Termination pay

**In Southern California:**

**Richard S. Rosenberg, Esq.**  
Ballard Rosenberg Golper & Savitt, LLP  
Universal City

**In Northern California:**

**Katherine A. Hren, Esq.**  
Ballard Rosenberg Golper & Savitt, LLP  
Universal City

**11:35 AM**

**LUNCH (ON YOUR OWN)**

**12:35 PM**

**HOW TO KEEP GREAT EMPLOYEES**

- Generational issues
- Appropriate incentives
- Reducing turnover
- Doing the right thing
- Job satisfaction factors

**In Southern California:**

**Amy Hirsh Robinson, MBA**  
Interchange Group  
Los Angeles

**In Northern California:**

**Annika Hylmo, Ph.D.**  
Interchange Group  
Los Angeles

**1:25 PM**

**SEXUAL HARASSMENT**

- What harassment is and is not
- Manager's responsibilities
- Employee's obligations
- How to handle complaints effectively
- Managing the workplace during an investigation
- Avoiding retaliation claims
- Accountability and prevention

**In Southern California:**

**Leonora M. Schloss, Esq.**  
Sedgwick, Detert, Moran & Arnold  
Los Angeles

**In Northern California:**

**Allison West, Esq., SPHR**  
Employment Practices Specialists LLC  
Pacifica

**2:35 PM**

**LEAVES OF ABSENCE**

- Work/life balance
- Jury/witness leave
- Voting time off
- Military leave
- Parental leave
- Family and medical leave
- Religious accommodation
- Domestic violence
- Pregnancy
- Workers compensation

**In Southern California:**

**Karina B. Sterman, Esq.**  
Ervin Cohen & Jessup  
Beverly Hills

**In Northern California:**

**Elizabeth R. Ison, Esq.**  
The Ison Law Group  
Sacramento

**3:35 PM**

**CASE STUDY—BRINGING IT ALL TOGETHER**

- Interactive discussion
- Interplay of today's topics
- Opportunity for questions

**Deborah F. Birndorf, Esq., MBA**

Birndorf Law Offices  
Los Angeles

**Michael A. Futterman, Esq.**

Futterman & Dupree LLP  
San Francisco

**4:35 PM**

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**CREDIT INFORMATION**

CPE: 8 hours  
MCLE: 6.5 hours

Level: Update  
Prerequisites: None

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**Note:** Topics and speakers are subject to change. For up-to-date information, go to [www.educationfoundation.org](http://www.educationfoundation.org).



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