

Basic Supervisor Training

Do you have new managers or supervisors that have not received training on the personnel relations aspects of their job? Or maybe a supervisor that needs a refresher course in how to handle employee issues?

Basic Supervisor Training provided by the attorneys at Cross, Gunter, Witherspoon & Galchus, P.C. is designed to help your company avoid legal action resulting from issues concerning the Fair Labor and Standards Act, discipline, documentation, termination, harassment, Interviewing, Americans with Disabilities Act and the Family and Medical Leave Act. Visit www.cgwg.com for more details.

June 16, 2009

9:30 a.m. - 4:15 p.m.

Arkansas State University - Student Union
Chickasaw Room (Third Floor) in Jonesboro, AR

Cost: \$150

Sponsored by:



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FAIR LABOR STANDARDS ACT – FLSA

9:30 – 10:45 A.M. - ALLEN DOBSON

What are the top ten wage and hour mistakes by employers? ▪ Who is covered by the FLSA? ▪ How does the FLSA define: employee, volunteer, temporary employee, contract or day laborer, trainee or student? ▪ What is minimum wage? ▪ How is overtime calculated?

HARASSMENT PREVENTION

10:45 – 12:00 P.M. - RICK RODERICK

What is sexual harassment? ▪ When is an employer going to be liable for sexual harassment? ▪ How do you conduct an investigation? Is the employee required to report harassment? ▪ Is it really harassment?

12:00 – 1:00 p.m.

Lunch (On Your Own)

OVERVIEW OF THE ADA AND FMLA AND INTERACTION WITH WORKERS COMP

1:00 – 2:35 P.M. - ALLEN DOBSON

What is a disability? ▪ What are reasonable accommodations? ▪ Who qualifies for FMLA? ▪ What are the documentation requirements? ▪ What are the new FMLA regulations? ▪ The ADA Amendments of 2008

DISCIPLINE, TERMINATION AND DOCUMENTATION

2:35 – 4:15 P.M. - RICK RODERICK

Why is documentation important? ▪ What must be shown for each discipline and/or termination case? ▪ What is employee due process? ▪ What does employment at will really mean? ▪ How do you investigate and implement disciplinary action?

TO REGISTER, COMPLETE FORM AND FAX TO 501-371-0035 OR MAIL TO CGWG, P.O. BOX 3178, LITTLE ROCK, AR 72201
OR CONTACT KELLY DAVENPORT AT 501-371-9999 OR KDAVENPORT@CGWG.COM.

Name _____

Attendee Names: _____

Company _____

Address _____

City _____ ST _____ Zip _____

Email _____

Phone _____ Number of attendees _____

This program is approved for 5.5 recertification credit hours toward PHR, SPHR and GPHR recertification through the Human Resource Certification Institute (HRCI).

