

Employment Law for Wisconsin Employers

1-½ Day Program

A new year brings new laws and new challenges for employers! Do you know what you need to know to make confident employment decisions?

This program, designed exclusively for Wisconsin employers, emphasizes practical and preventive measures for complying with Wisconsin and federal labor and employment laws. This comprehensive overview provides a solid foundation for understanding the laws and developing and implementing policies to prevent future problems. Our accomplished presenters are frequent speakers who exclusively represent management in labor and employment law matters. Their dynamic and practical approach to employment law makes it easier to understand these complex, and sometimes confusing, laws and regulations.



Thomas P. Krukowski, Esq.

All workshop attendees receive the 2010 edition of the *Employment Law Manual for Wisconsin Employers*, which serves as the textbook for this program and provides over 1300 pages of information and guidance.

Program Outline

- I. **Understanding the Auditing Procedure**
- II. **Hiring: The Decision Making Process**
 - Recruiting
 - What can you ask in interviews and on application forms?
 - Securing references
 - Pre-employment testing
 - Negligent hiring
 - Equal pay
 - Restrictive covenants
 - Immigration law (I-9 form compliance)
 - Veterans reemployment rights
 - Affirmative Action
- III. **Reviewing Your Benefit Policies**
 - Updating your employee handbook
 - Leaves and other benefit policies
 - Wisconsin and federal family & medical leave (FMLA) – how do you comply with both laws?
- IV. **Discrimination**
 - Sexual harassment liability
 - Pregnancy issues
 - Age discrimination
 - Arrest/conviction records
 - The Americans with Disabilities Act (ADA) and ADAAA
 - Religious discrimination
 - Grooming requirements
- V. **Wage and Hour Laws**
 - Conducting an internal audit and preparing for a FLSA or Wisconsin labor standards audit
- Minimum wage pitfalls
- Your hourly employees - what time must be paid?
- Your salaried exempt employees - who qualifies?
- Child labor
- Wage deductions
- VI. **Safety and Health**
 - OSHA inspections and investigations - Which injuries must be recorded?
 - Drug and alcohol testing
- VII. **Worker's Compensation**
 - Eligibility issues
 - Working with the doctor
- VIII. **The Employment Relationship**
 - Privacy issues: computers, e-mail
 - Dating and workplace relationships
 - Off-duty conduct
 - Access to personnel/medical records
 - Revisiting performance evaluations
- IX. **Terminating the Employment Relationship**
 - Wrongful discharge
 - Discipline - asking the Seven Questions
 - Releases and enforceable waivers
 - COBRA - insurance continuation
 - Defamation and internal communications
- X. **Unemployment Insurance**
 - Eligibility issues
- XI. **Postings and Recordkeeping Required by Wisconsin/Federal Agencies**





Register Today!

Employment Law for Wisconsin Employers 1-½ Day Program

- June 16-17, 2010**
Pewaukee, WI
Country Springs Hotel
- July 27-28, 2010**
Madison, WI
Crowne Plaza East Towne
- Register for \$575**, includes the 2010 edition of the *Employment Law Manual for Wisconsin Employers*, refreshment breaks, continental breakfast and lunch on the second day.
- I already own the 2010 edition of the *Employment Law Manual for Wisconsin Employers*. Register for \$425**, includes refreshment breaks, continental breakfast and lunch on the second day. (Does not include the 2010 edition of the *Employment Law Manual for Wisconsin Employers*. Must bring your Manual with you to the program, as the *Manual* serves as the course materials.)

First day: 12:30 p.m. - 4:30 p.m.
Second day: 9:00 a.m. - 4:00 p.m.

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- Sign me up for the Program I have indicated above.

Name _____

Title _____

Company _____

Mailing Address _____

Mailing City, State, ZIP _____

Shipping Address (UPS) _____

Shipping City, State, ZIP _____

Phone _____ Fax _____

E-mail Address _____

Company Website _____

Union? Yes No # Employees _____ Gov't. Contractor? Yes No

4 Easy Ways to Register

We will invoice you. Order via:

- **Phone** (414) 423-1330
- **Fax** (414) 423-6930
- **Website** www.krukowski.com

Or:

- **Mail** your check to:

**KRUKOWSKI
& COSTELLO** s.c.

PO Box 28999
Milwaukee, WI 53228-0999

Hotel information will be sent with registration confirmation. Hotel accommodations are not included.

Seminar cancellations: Refunds are available up to five business days prior to the program, less a \$50 cancellation fee.

**For more information, call
(414) 423-1330**