

Employment Law Basics – à la carte



Build Your Own Live Audio Program

Krukowski & Costello, S.C.'s *Employment Law Basics – à la carte* is a build-your-own audio program designed to address the most important employment law issues facing your organization. This training for front-line supervisors (the primary source of, and defense against, employment litigation) or employees involved in human resources can provide your staff with the information they need to reduce the number of employment-related claims filed against your organization.

You choose the topics, we prepare the program. Presentations are cost-effective and conveniently delivered to your location as live one-hour audio programs. Materials are provided and questions are encouraged.

Available topics include:

Social Media: HR Tool or Trap?

Tips for implementing effective social media and computer use policies

Employment Discrimination

What it is; who is protected and when; retaliation

The Hiring Process

Interview questions to ask or avoid; background/reference checks; making job offers

Performance Evaluations

Their purpose; how they should be conducted; importance of candor and consistency

Managing Absenteeism and Leave Issues

FMLA and other issues when a request for leave is made; how to identify and reduce fraud and abuse

Wage & Hour

Compensable “work” time; obligation of supervisors to ensure subordinates are properly paid; providing time off to employees instead of overtime

Harassment

Forms of harassment; evaluating and investigating claims; retaliation; how to prevent claims

The Discipline and Discharge Process

Investigating and documenting performance-related issues; seven questions that can minimize the risk of being sued for a discipline or discharge decision

Last Chance Agreements

An alternative to “risky” termination decisions; what they should and should not include

Exit Interviews

How potential problems can be identified to improve the workplace; questions to ask

Unemployment Insurance

When employees are eligible for unemployment insurance; what steps employers can take to reduce claims

It's Your Choice...

As many as three areas can be integrated into a single one-hour program. For example, those involved in hiring could select employment discrimination and the hiring process. A program for supervisors could include performance evaluations, the discipline and discharge process, and last chance agreements.

For more information, contact Kathy Markos at (414) 988-8421 or kam@kclegal.com.

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