

# Employment Law Basics – à la carte



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.

## Build Your Own Live Audio Program

Available topics include:

### **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

### **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 they can identify potential problems and improve the workplace; questions to ask

### **Unemployment Insurance**

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

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)423-1330 or [kam@kclegal.com](mailto:kam@kclegal.com).**

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& COSTELLO** s.c.

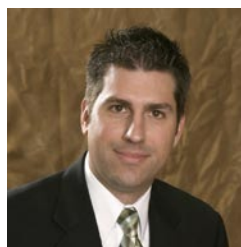
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### **About the Presenter**

Attorney **Keith E. Kopplin** focuses his practice on employment litigation and assisting employers in the prevention of employment law claims. Keith is admitted to practice in all Wisconsin state courts, the U.S. District Court for the Eastern District of Wisconsin and the U.S. Court of Appeals for the Seventh Circuit.