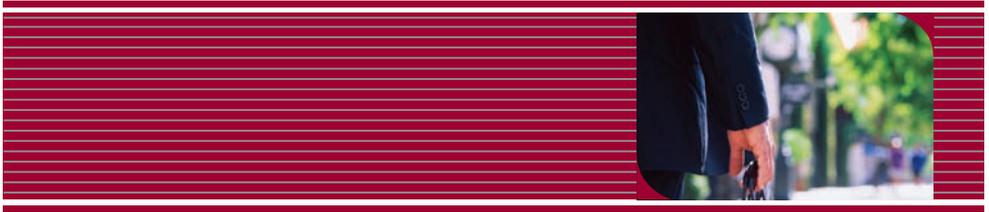


Labor and Employment Seminars



For Administrators
and Supervisors

BUTZEL LONG
ATTORNEYS AND COUNSELORS

Welcome to Butzel Long's On-Site Seminars

The attorneys at Butzel Long have established a comprehensive program to provide training for supervisors and administrators on various workplace issues. Each seminar, unless otherwise indicated, is approximately 2 hours in length with ample opportunities for questions from the audience.

The seminars are structured to emphasize preventative measures and counseling. The content of each seminar provides practical guidelines for the supervisor which can serve to minimize the risk of litigation and to reduce the expense and preparation for employers if litigation does occur. Participants are provided with a handbook that includes a detailed discussion of the materials covered in each seminar.

Available Seminars

ADA and FMLA

The Americans with Disabilities Act

Emerging trends in enforcement efforts of which employers should be aware when complying with the Act.

Family and Medical Leave Act

Common questions and concerns about FMLA.

The Interrelationship Between ADA and FMLA

Issues facing employers in managing leaves of absences.

Psychiatric Disabilities Under the ADA

Review of the EEOC's guidelines. Topics will include: defining what constitutes a psychiatric "disability;" identifying disciplinary and other employment actions an employer can take; and examining reasonable accommodations required to avoid liability under the ADA.

Affirmative Action

Affirmative Action

A legal, regulatory and legislative outlook on one of the country's hottest political issues and how it may impact your company.

Alternative Dispute Resolution

Alternative Dispute Resolution/Mandatory Arbitration

A discussion of how to evaluate practical measures to avoid costly and time-consuming litigation, including a discussion of the recent case law permitting employers to require arbitration of discrimination and other employment claims.

Discipline

Alcohol and Drugs in the Workplace

Establishing and enforcing alcohol and drug policies in the workplace; legal issues involved in alcohol and drug testing; disciplining and discharging employees for alcohol and drug infractions.

Effective Discipline and Discharge Procedures

Helps employers through the creation, implementation and enforcement of a disciplinary system. This program also covers the decision to discharge and how to implement that decision.

Managing Employees with Attitude Problems

How to counsel and motivate increased performance out of employees with an “attitude.”

Employee Benefits

Employee Health Care Plans: Federal Mandates for Enhanced Benefits

This workshop includes discussion of new federal mandates, including limits on pre-existing condition exclusions; minimum required maternity hospital stays; mental health benefits parity and certification of coverage requirements; deadlines for implementing changes; ongoing administration obligations; timing and content of required employee communications; and extension of federal health care fraud rules to group health care plans.

ERISA: Avoiding Employer Liability for Claims Administration

Review of proactive, pre-litigation and litigation strategies for avoiding potential liability in lawsuits brought under ERISA and other laws.

Fiduciary Responsibility and Prohibited Transactions under ERISA

A discussion of the fiduciary responsibility and prohibited transaction rules under ERISA as applied to the trustees and administrators of qualified plans as well as the board of directors and sponsoring employer. Topics include: actions that give rise to fiduciary responsibility; how to avoid liability; and how to properly select and monitor outside trustees, investment managers and third-party administrators.

Employee / Employer Rights

Merging Employer Interests with Employee Rights on the Information Superhighway

E-mail, the Internet, cellular phones—with the advent of new technology come new issues and problems for employers. Methods to protect an employer’s interests while still trying to respect the privacy rights of employees, including: employee surveillance; monitoring of computer stations; cellular phones; use of e-mail in the workplace and in litigation; the Internet; and employee privacy rights.

Smoking in the Workplace

Discussion of the employer’s liability for environmental smoke.

Human Resources

Human Resources Primer: Basic Introduction to Legal Issues

Anti-discrimination obligations (race, age, sex, handicap, etc.); wage/hour (overtime) obligations; employment applications; employee manuals and policies; hiring and termination policies and practices; employee discipline; evaluations; affirmative action; OSHA; express and implied employment contracts; and collective bargaining and union contracts.

Employee Manuals and Applications

A review of the problems and pitfalls of employee manuals and applications, including: employment at will, age discrimination, and other areas of concern.

Recordkeeping in the Workplace: Current Requirements

A discussion of the complex patchwork of state and federal statutory regulations concerning a variety of recordkeeping requirements. Practical advice about what records must be kept, what records should and should not be kept, and how proper recordkeeping practices can enhance the ability to defend against claims.

Hiring the Best

Methods frequently considered or utilized and their permissible limits, including the key precautions an employer should take and utilization of new procedures to hire the best employee.

Effective Supervision

A primer on such supervisory skills as handling employee complaints, the role of a supervisor as a coach, documenting performance, discipline and discharge in the new workplace, and handling such particular problems as disabled individuals, substance abuse and potentially violent employees. *(5 hours)*

When Bad Things Happen

A case study method of dealing with problem employees involving the use of scripts on how and when to talk to employees about these complex situations.

How to Create a Great Place to Work

The positive impact a supervisor can have on the workplace through teambuilding, the use of effective listening skills and communication skills. In this seminar, supervisors will learn how to conduct a meeting, how to resolve conflicts and how to mentor employees. *(4 hours)*

Valuing Diversity

This is a seminar that enables both employees and managers to explore and understand the impact of their feelings and behavior on one another across lines of difference. The goal of this seminar is to create a respectful, enjoyable and productive workplace for all employees regardless of their differences.

Immigration

Immigration: I-9 Materials and Visas

Explanation of the requirement and compliance with immigration law in the hiring process.

Mental Illness / Violence in the Workplace

Managing the Emotionally Disturbed Employee

A discussion on the status of laws protecting troubled and handicapped people in the workplace, and how to manage them in your organization.

Stress, Mental Illness and Workplace Violence

A primer on what managers can do to lessen the chances of workplace violence, how to identify those individuals with the potential for violent acts, and how to secure the workplace to protect employees.

OSHA / Workplace Safety

The MIOSHA Inspection and Appeal Process

An outline of the citation and appeal procedures under the Michigan Occupational Safety and Health Act. (3 hours)

FLSA Issues

FLSA Compliance

An overview of some of the major overtime/FLSA compliance issues confronting employers, including exemptions, what constitutes compensable time, and other nuances in calculating overtime pay.

White Collar Exemption and Independent Contractor

Overtime compensation: who is and who is not exempt. Includes discussion about what is an independent contractor relationship.

Restructuring the Workforce

Employees in Transition: The Use of Independent Contractors and Temporary, Contingent and Leased Employees

Discussion of the use of non-traditional employee structures.

Restructuring the Workforce: Rightsizing, Outsourcing and Other Options

Discussion on how to manage risks in different situations. Use of effective severance packages, releases and settlement agreements; what items to include in a release; concerns raised by the Age Discrimination in Employment Act/Older Workers Benefit Protection Act.

Sexual Harassment

Investigating a Sexual Harassment Complaint

A detailed discussion of methods and the process for conducting sexual harassment investigations.

Sexual Harassment in the Workplace

What managers can do to prevent sexual harassment and what to do about it when it happens.

Union Related Issues

Administering a Union Contract: A Supervisor's Guide

A review of the skills needed by supervisors in administering a union agreement.

Supervisory Training Program

While all the seminars listed here provide excellent training for your supervisors and administrators, we have identified a core group of topics that provide the foundation for a supervisory training program for all new supervisors and as a refresher course for retraining supervisors.

- Human Resources Primer: Basic Introduction to Legal Issues
- Hiring the Best
- Effective Supervision
- Stress, Mental Illness and Workplace Violence
- Sexual Harassment in the Workplace
- When Bad Things Happen
- How to Create a Great Place to Work
- Valuing Diversity

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