

2011 CALENDAR

1/27 JANUARY 27

- 2011 Labor Law Update

3/1 MARCH 1

- Creating Effective Employee Manuals
- Religious Accommodations - What does an Employer need to do?

3/2 MARCH 2

- Coordinating between Family Medical Leave, EEOC- Title VII and Americans with Disabilities
- Compliance with COBRA, Policy Provisions and Summary Plan Descriptions

6/7 JUNE 7

- Creating Job Descriptions / Effective Interviewing / Performance Evaluations / Terminations
- Compliance with IRS Section 125 and HIPAA Special Enrollments

6/8 JUNE 8

- Employment Wage & Hour Laws
- Creating and Maintaining Anti-Harassment with Effective Policies and Procedures

10/25 OCTOBER 25

- Compliance with I-9 Forms and Retention
- Americans with Disabilities Enforcement Guideline for Employers

10/26 OCTOBER 26

- Compliance with Family Medical Leave

