



## Fisher & Phillips LLP Breakfast Briefing

### Breakfast Briefings

Las Olas Centre  
Fisher & Phillips LLP  
450 East Las Olas Blvd.  
Fort Lauderdale, FL 33301

7:30 a.m. – 8:00 a.m.  
*Breakfast and Networking*

8:00 a.m. – 9:00 a.m.  
*Presentation*

9:00 a.m. – 9:15 a.m.  
*Questions and Answers*

*There is a cost of \$25  
per session to attend.*

*Space is limited – attendance will be awarded  
on a first-come, first-served basis.*

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Join us the third Thursday for breakfast and a discussion on hot HR topics. This event is a great opportunity to network and talk with other HR professionals and the Fisher & Phillips attorneys in an informal and collaborative setting to get the information you need to stay in the know.

### November 20, 2014 – *Employee Document Essentials – what to keep, what to trash and what could land your business in the courtroom*

Modern day rules for employee document retention can be tricky! In this session, you will learn:

- What documents should you keep in personnel folders and why
- What documents should you dispose of and when
- What are the best methods for document retention
- How should you store sensitive data in this age of privacy
- What are the best practices for electronic retention of records

These and more will be addressed with a focus towards preparing you and your office for an agency audit of your company's personnel records.

### *Which is Riskier? Hiring Criminals or Conducting Background Checks?*

Surveys indicate that most employers conduct criminal background checks for at least some potential new hires. The rationale for seeking this information is obvious to most employers: identify candidates who are honest on their applications, find those who display a history of good decision-making, and reduce the risk of criminal behavior in the workplace. Despite these important business concerns, the regulatory climate has changed. This briefing provides an overview of the EEOC's enforcement efforts and provides employers with practical guidance on establishing and implementing a legally compliant criminal background check policy.

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### January 22, 2015 – *“It's Not Too Late: There's Still Time to Avoid Paying Twice for Employee Health Coverage”*

Every carpenter knows: if you measure once, you're going to end up cutting twice. But when it comes to paying for health care coverage, employers and HR managers would do well to heed the same advice. If you don't measure your employees correctly, you could end up paying two times: once for coverage and a second time to the IRS who will fine you for not properly counting your full time workers.

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## ATTORNEY ADVERTISEMENT

### March 19, 2015 – *The Perils and Pitfalls in Wage and Hour Law*

Wage and hour compliance laws continue to be a quagmire for many employers – and a target for state and federal agencies and plaintiffs’ lawyers. In this session, we will review the most common trouble spots for employers and discuss ways employers can proactively reduce their wage-and-hour liability. Some of the specifics we will be covering will include:

- Common misclassification mistakes.
- How to properly compute overtime pay, including how to factor bonuses and other nondiscretionary wages into overtime payments.
- What are an employer’s timekeeping obligations?
- What records must an employer maintain and for how long?

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### May 21, 2015 – *Protecting Your Company’s Trade Secrets and Other Confidential Information*

Your National Sales Manager just resigned to join your main competitor. What’s worse, you discover that files are missing from his office, and that he’s emailed your customer list and other sensitive company data to his personal account. Most employers don’t know they are vulnerable to electronic theft and most don’t know how to find out if they have been a victim of theft of their confidential information. What can and should employers do to protect their trade secrets and confidential information? This session will provide an overview of what constitutes a trade secret, what tools employers can use to protect their confidential information and trade secrets, and what factors courts consider in determining whether restrictive covenants are enforceable.

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### July 23, 2015 – *Employees Gone Rogue – Best Practices for Discipline and Termination Policies*

Every organization has hired someone that turned out to be a bad fit. From a legal standpoint, terminations can be one of the riskiest decisions your HR team will consistently make. In this seminar, you will learn:

- The proper steps to follow to help ensure that you and your company are avoiding the risks of employment-related claims.
- The pros and cons of severance agreements and exit interviews.
- Real-world situations and solutions for those employees who make protected complaints during the discipline process.
- How to deal with employees whose performance has deteriorated because of a medical condition, and/or employees who are a bad fit for your organization.

### *Social Media, the Internet, and Computer Privacy Issues*

Social media continues to weave its way into the fiber of the workplace. As it does, courts, state legislatures and federal agencies race to address the employment and privacy issues created by this fast-evolving phenomenon. In this session, we will bring you up to speed on the legal landscape and provide tips for creating a social media policy.

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### **About Our Firm:**

Fisher & Phillips LLP, founded in 1943, represents employers nationally in labor and employment matters, with more than 300 attorneys and 31 offices.

For questions please contact Elizabeth Hickman, Client Relations Manager, at [ehickman@laborlawyers.com](mailto:ehickman@laborlawyers.com).

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