

Human Resources (HR) ESSENTIALS: A Seminar Series for the HR Professional

Lancaster-Lebanon Intermediate Unit 13
1020 New Holland Avenue
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IU 13 is an equal opportunity
education institution.

Tending to the human needs of an organization is fraught with personal, political and legal challenges. Today's Human Resources Professional is expected to be a counselor, a negotiator, a lawyer and a financial expert. HR Essentials is designed to equip Human Resources Professionals with the tools they need to effectively manage an organization's human capital.

● Buy 8 Sessions and Get 1 Free

Registration and Cost

- **Business and Nonprofit Organizations:** \$75 per person, per session
Register online at www.iu13.org, by email (humanresources@iu13.org) or by phone (717-606-1626)
- **IU 13 Member School Districts and Member Nonpublic Schools:** \$45 per person, per session
Register at www.iu13.org, [Event Registration](#), [Event/Conference Information](#) and [Online Registration](#)

Advance Registration is Required due to limited seating.
All sessions will be held at The Conference and Training Center at IU 13, 1020 New Holland Avenue, Lancaster, PA. Go to www.conferencecenter.iu13.org to book your next corporate event!



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● Understanding Unemployment Compensation

Hartman Underhill & Brubaker, LLP

Wednesday, October 12, 2011, 9:00 to 11:30 AM

Recent changes in the law could impact claimant benefits. In this seminar, legal experts in UC will cover the standards associated with UC benefits, the mechanics of defending against a claim, when and how to appeal an award, and practical advice for appearing before your local referee.

● Fair Labor Standards Act (FLSA)

Fox Rothschild, LLP

Monday, November 14, 2011, 9:00 to 11:30 AM

Exempt or Non-Exempt – does it really matter? Employer liability from misclassification of an employee can be significant. Join Fox Rothschild as they deconstruct wage and hour regulations under FLSA. Don't wait until you've got a problem to dive into the nitty-gritty of FLSA.

● Could an HR Audit Help You Contain Costs?

Kegel Kelin Almy & Grimm, LLP

Monday, December 19, 2011, 9:00 to 11:30 AM

Are your personnel policies and procedures costing you money? Are you vulnerable to lawsuits because of disciplinary actions? Are your forms and processes less than efficient? An HR Audit might help you pinpoint areas for substantial cost-savings.

● Best Practices in Hiring

Hartman Underhill & Brubaker, LLP

January 20, 2012, 9:00-11:30 AM

Avoid claims of "negligent hiring." Navigate the interview process with ease. Use social media to evaluate potential employees. These are just a few of the topics that will be covered in this seminar.

● Employee Medical Records: Best Practices and Pitfalls

McNees Wallace & Nurick, LLC

Friday, February 24, 2012, 9:00 to 11:30 AM

This seminar addresses practical questions about the acquisition, use, disclosure and retention of medical records. Topics include ADA, FMLA, GINA, HIPAA, subpoenas, and fitness for duty requirements.

● Social Media: Friend or Foe?

Kegel Kelin Almy & Grimm, LLP

March 19, 2012, 9:00 AM to 11:30 AM

What are the legal implications of social media in the workplace? Is it OK to use social media as a basis for hiring, firing, and employee discipline? Does the First Amendment allow employees to say what they want about an employer on FaceBook? Should your organization have social media policies? Whether you like it or not, social media is here to stay. Learn what you need to know about social media as an HR Professional.

● Discrimination and Harassment Basics

Hartman Underhill & Brubaker, LLP

Thursday, April 19, 2012, 9:00 to 11:30 AM

Record numbers of harassment and discrimination charges are filed each year with the Equal Employment Opportunity Commission (EEOC). What in the world is going on? This seminar will provide practical advice on how you can lessen the risk to your organization through appropriate policies, effective training and adequate reporting.

● Immigration Compliance: What You NEED to Know

Fox Rothschild, LLP

Friday, May 4, 2012, 9:00 to 11:30 AM

From I-9 basics to Immigration Compliance, every employer needs to know the things that can lead to civil and criminal penalties. Be prepared for a government audit by understanding the legal issues related to immigration compliance.

● eDiscovery: What It Means for Your Organization

McNees Wallace & Nurick, LLC

Friday, June 15, 2012, 9:00 to 11:30 AM

eDiscovery is now a central feature of most workplace lawsuits. Do you have the systems in place to respond to electronic discovery requests? Learn how you can reduce legal fees and minimize risk and exposure.

Advance Registration Required
Details on back.