



Serving Chamber Executives Since 1915

IACCE Employment Law Webinar Series
presented by Julie Proscia, Partner, SmithAmundsen
**FROM HIRING THROUGH EMPLOYMENT TO TERMINATION:
LEARN TO DO IT LEGALLY!**

All webinars are at noon and are \$29 per person – so bring your lunch that day and learn while you eat! Please share these webinars with your members – ask them to register at the IACCE member rate. Register [here](#).

June 24, 2019

Hiring 101: Developing the Position Description, ADA Development, and FLSA Classification Concerns

Finding the perfect fit is important. Each time an employer hires an individual, there is a cost – in time and money – to train and retrain. Having to do so multiple times puts needless strain on already fragile manpower and budgets. This webinar will help employers get it right the first time by teaching companies how to effectively hire the right person and minimize the threat of litigation. The following areas will be discussed:

- The Pre-Interview – Preparation is the key (Draft up-to-date job descriptions, ADA compliance)
- The Advertisement – Set Expectations (Denote the appropriate skills, EEO compliance)
- The Interview – Consistency (How to interview/Ask compliant questions)
- The Offer (Background checks, Drug testing, Non-compete agreements)
- On-Boarding (Orientation, Training, Union Avoidance Strategies or Union Contract Issues, Tips and Strategies to make a Good “First Impression”)

This webinar will give human resource professionals, managers, and business owners the tools to decrease turnover and obtain a qualified candidate without opening the company to added exposure. If you want to decrease the cost of the hire and onboarding related litigation, this is the webinar for you!

Hiring 102: The Interview, Offer and Onboarding

July 29, 2019

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August 28

Performance Management: How to Coach, Counsel, and Discipline

Without an effective workforce it is impossible to function, support, and advance the goals and mission of the organization. Our employees are our most valuable resources. As such, developing the tools and skills necessary to coach, confront and discipline is integral to achieving high levels of performance and correcting behavior. This workshop will help managers, executive directors and supervisors learn to:

- Approach an employee about a problem behavior or deficient performance... in a way that minimizes accusations and defensiveness and gets results
- Draft written discipline documents and learn why consistency is important and how documentation should best be created
- Draft performance improvement plans while discussing what they are and why they are important
- Investigate complaints and respond effectively
- Discipline, reassign, or dismiss the person if the problem doesn't improve ... and handle it all fairly while mitigating and minimizing the potential for litigation

September 25, 2019

Leave Management: Navigating the Bermuda Triangle between ADA, FMLA, WC, and Various State Leave Laws

FMLA and ADA laws are already extremely confusing. Add Workers' Compensation to the mix and it becomes one of the most difficult responsibilities an employer must handle. Employers need to understand the multitude of leave laws, how they intertwine and appreciate their subtle interplay. This webinar will offer clarity to many of the points which



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interlock between FMLA, ADA, and Workers' Compensation, as well as various state specific leave laws.

October 30, 2019

Drug Testing/Reasonable Suspicion: Learn what Companies and Supervisors should do when they have a Reasonable Suspicion

What steps can you take to improve your drug testing program? What are the pitfalls and cautions that need to be taken when establishing a drug testing program? And what do you need to know about the new Illinois Medical Marijuana Law's impact on your drug testing program?

Julie Proscia, an attorney with SmithAmundsen LLC, will explain the basics of drug testing and the importance of having a comprehensive policy, the legal impacts of the ADA, FMLA, HIPAA and Illinois Medical Marijuana law on drug testing policies, and the importance of training supervisors. Participants will learn how to identify weaknesses in their own drug testing policy, and how to work to strengthen drug testing programs to create safer workplaces.

November 25, 2019

Termination without Litigation: Sometimes the Relationship Goes Bad – How to Mitigate the Risk of Litigation

Join Julie Proscia of SmithAmundsen LLC as she presents this comprehensive webinar on the firing process. This presentation will include:

- Handling Discipline and Corrective Discussions – Investigating Misconduct
- Documentation 101 – What to Record vs. What Not To Record, Confidential Information and Privacy Concerns
- When you Have to Terminate – Lawful vs. Unlawful Reasons (Key Case Law Developments)
- The Key Mechanics of Terminations, Most Common Pitfalls and Checklists
- Procedures for Lay-offs – Safeguards when Conducting a RIF, Effective Releases, and WARN Obligations
- After the Separation – Entitlements – Wage/Hour Issues, COBRA Issues, Access to Records and References
- Keeping Good Records from the Beginning to the End – What to Keep vs. What to Toss
- Firing the “problem” employee -- preparation and drafting of proper and legally sound communication and documentation