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Each seminar runs 6 to 7:30 pm • EARN 1.5 CREDITS PHR/SPHR RECERTIFICATION



Seminars

2010 LAW

Choose a Location
Coastal Georgia Center,
305 Fahm Street, Savannah
or
College of Coastal Georgia,
Altama Blvd, Brunswick

LEGAL AWARENESS IN THE WORKPLACE

COLLEGE OF COASTAL GEORGIA BRUNSWICK

ALL SEMINARS \$59.

Tuesday, February 9, 2010

Shawn Kachmar, Attorney at Law
LAW 117: Addressing Employee Leave Issues

Tuesday, May 11, 2010

Sarah Lamar, Attorney at Law
LAW 112: New Hire Documentation

COASTAL GEORGIA CENTER SAVANNAH

Tuesday, January 26, 2010

Shawn Kachmar, Attorney at Law
LAW 110: Hostile Work Environment, A Case Review

Tuesday, April 27, 2010

Wade W. Herring II, Attorney at Law
LAW 118: ADA Accommodations and Your Firm

REGISTRATION DEADLINE

Registration for each seminar closes at 5 pm, the Friday before the seminar.

CANCELLATION FEE

Cancellation requests should be received by 5 pm, the Friday before the seminar. A \$10 processing fee will be charged to process all cancellations. Absolutely NO refunds will be made after the program begins.

SEMINAR TRANSFER FEE

A \$5 processing fee will be charged to process all transfers from one seminar to another. Substitutions are encouraged.

Please register me for seminar number: _____

Savannah Brunswick

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PHONE YOUR REGISTRATION TO 912.478.5551

REGISTER ON-LINE AT <http://ceps.georgiasouthern.edu/conted/lawseminar.html>

FAX YOUR REGISTRATION TO 912.478.0847

MAIL YOUR REGISTRATION TO:

Continuing Education Registration
Georgia Southern University
PO Box 8124
Statesboro, GA 30460-8124

QUESTIONS?

Contact J. Marie Lutz, SPHR at 912.478.1763
or seminars@georgiasouthern.edu

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Learning the ins and outs of employment law while running a business or department is an impossible goal. Georgia Southern University's Continuing Education Center presents a better approach: complete your **LAW (Legal Awareness in the Workplace)** training "one bite at a time" when you have the time and the need to know a particular topic.

Through the **Legal Awareness in the Workplace** series, Human Resource professionals, supervisors, and other business leaders can attend one or more 90-minute training seminars on the employment law issue of their choice.

REGISTRATION FEES

In these troubled economic times, Georgia Southern University has expanded the group/multiple-sessions discount rate to everyone registering for Legal Awareness in the Workplace seminars.

ALL SEMINARS \$59.

Georgia Southern University is certified as an HRCI Approved Provider, so individuals with (Senior) Professional in Human Resources (PHR/SPHR) certification earn 1.5 recertification credit hours for each seminar.

COASTAL GEORGIA CENTER • SAVANNAH

DATE	INSTRUCTOR	TOPIC
Tuesday, January 26, 2010	<i>Shawn Kachmar, Attorney at Law</i>	LAW 110: Hostile Work Environment, A Case Review
Tuesday, April 27, 2010	<i>Wade W. Herring II, Attorney at Law</i>	LAW 118: ADA Accommodations and Your Firm
DESCRIPTIONS		
<p>• LAW 110: Hostile Work Environment, A Case Review • Learn what harassment is and what it is not. This seminar will help you develop an understanding of the pro-active and inexpensive steps that your firm can take to minimize or avoid harassment claims: policy implementation, training, and investigation.</p>		
<p>• LAW 118: ADA Accommodations and Your Firm • Congress amended the Americans with Disabilities Act to reverse Supreme Court rulings that had weakened its impact in the workplace. Find out what the newly strengthened ADA means to employers. What does "disability" mean? What is the employer's duty to "reasonably accommodate"?</p>		

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Tuesday, February 9, 2010	<i>Shawn Kachmar, Attorney at Law</i>	LAW 117: Addressing Employee Leave Issues
Tuesday, May 11, 2010	<i>Sarah Lamar, Attorney at Law</i>	LAW 112: New Hire Documentation
DESCRIPTIONS		
<p>• LAW 117: Addressing Employee Leave Issues • Employee leave issues are the focus of this seminar. In addition to leave requirements under the FMLA, the ADA, and state Workers Compensation laws, did you know that various federal and state laws provide for employee leave or job protections for military service, jury duty, and voting, among other situations? Is your company in compliance?</p>		
<p>• LAW 112: New Hire Documentation • Learn which documents must be filled in, archived and/or forwarded to the government when a new employee is hired in your firm. From advertisements to interview notes, offer letters to background checks to W-4 and I-9 forms, this seminar will take you through the vital components of hiring.</p>		