

September 15, 2008

DOCUMENT, DOCUMENT, DOCUMENT: EFFECTIVE HR RECORDKEEPING TO COMPLY WITH LEGAL REQUIREMENTS AND DEFEND AGAINST EMPLOYMENT LAWSUITS

The Labor and Employment Group at Weintraub Genshlea Chediak is pleased to offer this very informative training session that will help business owners, human resource professionals, and managers to both comply with legal recordkeeping requirements and also prepare and maintain effective defensive documentation.

The topics that will be discussed include, for example:

- Postings, notices, and document retention under various federal and state laws.
- Effective employment policies and other documents relating to the employment relationship (e.g. arbitration, confidentiality and proprietary information, and severance & release agreements).
- The documents an employee's attorney will likely rely on in an employment lawsuit and the importance of creating good contemporaneous documentation so as to avoid producing damaging evidence later:
 - Wage and hour documentation
 - Investigation documentation
 - Attendance and leave of absence documentation
 - Training documentation
 - Performance documentation
 - Discipline and termination documentation

Seminar Details

Date: November 6, 2008	Speakers: Charles L. Post, Lizbeth V. West, Anthony B. Daye
Registration: 8:30 a.m. – 9:00 a.m.	
Program: 9:00 a.m. – 12:00 p.m.	
Location: Weintraub Genshlea Chediak 400 Capitol Mall, 11 th Floor Sacramento, CA 95814	RSVP: Ramona Carrillo, (916) 558-6046 or rcarrillo@weintraub.com
Cost: No Charge	Parking validation provided. Please park in the Wells Fargo parking garage.