

Registration Form

Name(s): _____

Company: _____

E-Mail: _____

I would like to attend

Employee Manual Workshop
Cobb Galleria, October 22, 2008
9:00 a.m. - 12:00 noon

FMLA Workshop
Cobb Galleria, October 22, 2008
1:00 p.m. - 4:30 p.m.

3 Easy ways to register!

Fax this form to 770-936-2638

Call Josh Dunn at 800-533-7896, ext. 5202

e-mail: jdunn@stoweassociates.com

WORKSHOP LOCATION AND TIMES

MARIETTA

Wednesday, October 22, 2008

Employee Manual Workshop
9:00 a.m. – 12:00 noon

FMLA Workshop
1:00 p.m. – 4:30 p.m.

Cobb Galleria Centre
Two Galleria Pkwy, Atlanta, GA 30339
770-955-8000

For directions, please visit:

<http://www.cobb Galleria.com/maps.html>



Continental Breakfast will be provided



Stowe Associates
Insurance Brokers and Third Party Administrators

2951 Flowers Road South, Suite 217 Atlanta, GA 30341

800-533-7896 / 770-451-6222

www.stoweassociates.com



Stowe Associates
Insurance Brokers and Third Party Administrators

Presents



Complimentary Compliance Workshops

Employee Manual Workshop

Sample Manual Provided

FMLA Workshop

FMLA Administration Kit Provided



Earn HR Credit Hours for each Session Attended

The subjects addressed in this Workshop are scaled-down models of what we can offer to your company. We hope you find this information useful in becoming and staying compliant with federal compliance issues and we look forward to building a long-term relationship focused on protecting you from risk.

Employee Manual Workshop

Wednesday, October 22, 2008
9:00 AM — 12:00 Noon

Your company Employee Manual is one of your most important communication tools between you and your employees.

- ◆ Why are written policies important?
- ◆ Do you need an Employee Manual?
- ◆ Do written policies create a contract?
- ◆ Which policies should be included?
- ◆ How often should your manual be reviewed and updated?
- ◆ What are the dangers in saying too much?
- ◆ What are the dangers in saying too little?

- ◆ Are all employers required to have an employee manual?

FMLA (Family and Medical Leave Act) Workshop

Wednesday, October 22, 2008
1:00 PM — 4:30 PM

WHERE DO YOU STAND ON THESE IMPORTANT FMLA ISSUES?

- ◆ When an employee is injured on the job, when should you designate them as FMLA or COBRA Eligible?
- ◆ If you have an employee manual and it does not specify the leave year, how is it determined?
- ◆ What must be included in your employee manual?
- ◆ How could workers from a temporary service affect your plan and administration?
- ◆ What are the age requirements to be a child?
- ◆ When is an employee considered to be “needed to care for” a family member?

- ◆ How does FMLA impact workers’ compensation return to light duty?
- ◆ How does FMLA affect bonuses?
- ◆ What do the regulations say about denying or discouraging leave?
- ◆ What should employers do for employees who are not literate in English?



The cost associated with taking chances with the IRS, Department of Labor, OSHA, EEOC and other organizations, could be crippling to an otherwise compliant organization. The system we utilize was created to help you streamline your practices and assist your company in complying with the multitude of federal laws.

Ask about all our other Compliance Check Services and/or Employee Training in the areas of Employment Risk Management (800) 533-7896.