

Registration Form

Name(s): _____

Company: _____

E-Mail: _____

I would like to attend



Section 125, USERRA and Sexual Harassment Workshop
Cobb Galleria, February 18, 2010
9:00 a.m. - 12:00 noon



Employee Manual Workshop
Cobb Galleria, February 18, 2010
1:30 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

Thursday, February 18, 2010

Section 125, USERRA and Sexual Harassment Workshop

9:00 a.m. - 12:00 noon

Employee Manual Workshop

1:30 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>



Coffee and soft drinks will be provided



Stowe Associates
Employee Benefits and HR Compliance

3084 Mercer University Drive, Suite 210
Atlanta, GA 30341

800-533-7896 / 770-451-6222

www.stoweassociates.com



Stowe Associates
Employee Benefits and HR Compliance

Presents



Compliance Workshops

Section 125, USERRA and Sexual Harassment Workshop

Employee Manual Workshop



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.

Section 125, USERRA and Sexual Harassment Workshop

Thursday, February 18, 2010

9:00 AM — 12:00 Noon

- ◆ What are Supervisor's responsibilities in preventing Sexual Harassment?
- ◆ What is a hostile environment?
- ◆ Can someone complain of Sexual Harassment if they just witness harassment?
- ◆ Is same sex Sexual Harassment recognized?
- ◆ How can employers help insulate themselves from claims of Sexual Harassment?
- ◆ With Sexual Harassment claims, is the burden of proof on the employee or employer?
- ◆ Learn what circumstances may extend USERRA beyond 5 years.
- ◆ What does it mean to "submit an application for reemployment?"



- ◆ What happens if an employer has filled the position while an employee is on active duty and the new employee is better than the employee returning from active duty?
- ◆ Is your Plan Document consistent with your current practices?
- ◆ Are you using a positive or negative election?
- ◆ What events allow someone to make a change to their election?

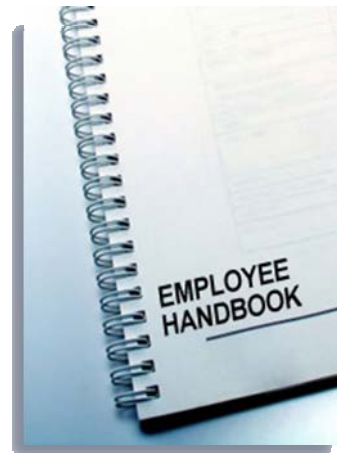
Employee Manual Workshop

Thursday, February 18, 2010

1:30 PM— 4:30 PM

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?

This Workshop will help you review and update your present Employee Manual.



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.

Please contact Josh Dunn at 1-800-533-7896 or jdunn@stoweassociates.com and he will arrange for one of our staff to visit you and present a summary of our complete services and how they can help your company.