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oregon employer council
UNION COUNTY

Invites you to attend any of our Eastern Oregon
Winter Employer Seminars – February 24-27, 2015
Presented By:
Jeff Burgess, Bureau of Labor & Industries

Jeff Burgess

Jeff received his undergraduate education at the University of California at Santa Barbara where he was a Scottish Rite scholar. He graduated in 1985 with Bachelor of Arts degrees in Law and Society and Business Economics. He received his legal education from the University of Mississippi School of Law in 1988. After law school he worked in private law practice for 15 years, with an emphasis in litigation. For most of the last 10 years, Jeff has been a case presenter with the Oregon Bureau of Labor and Industries (BOLI), taking Wage and Hour Division and Civil Rights Division cases to administrative hearing. Three years ago he joined the Technical Assistance for Employers Program at BOLI where he teaches seminars in Oregon employment law to employers, supervisors, managers and human resources professionals. He also writes a newspaper column that is published throughout the state, edits handbooks for employers, and answers telephone and email inquiries about wage and hour and civil rights issues for the business community.

Eastern Oregon Schedule:

Date	Time	Seminar	City	Location
February 24, 2015 Tuesday	9:00am – Noon 1:00pm - 4:00 MT Time Zone	Effective Supervisory Practices Legal Hiring Practices	Ontario	Treasure Valley Comm College Workforce Center #1
February 25, 2015 Wednesday	9am to Noon 1:00pm – 4:00	Effective Supervisory Practices Privacy in the Workplace	Baker City	City Hall 1655 1 st St Council Chambers 3rd floor
February 26, 2015 Thursday	8:30am-11:30 1:00pm – 4:00	Effective Supervisory Practices Oregon Leave Laws (OFLA/FMLA)	La Grande	La Grande Fire Station 1806 Cove Ave. La Grande
February 27, 2015 Friday	9am to Noon 1:00pm – 4:00	Effective Supervisory Practices Oregon Leave Laws (OFLA/FMLA)	Pendleton	City Hall 500 Dorion Ave

\$60 per person (non-refundable) / \$100 per person to attend both sessions at the same location.

Checks payable to: Oregon Employer Council

Light Snacks Provided. Check in starts half hour before seminar begins.

TO REGISTER:

Call 541-963-7111 x 230

Pre-registration is appreciated

No later than Feb. 25, 2014

Union County's to be held at:

La Grande Fire Station Classroom

1806 Cove Ave. La Grande, OR

February 26, 2014, 8:30am-11:30 a.m/1pm-4pm

Payment accepted in advance or at the door. Register online with credit card at:

[See links to register on back of flyer](#)

Seminar Descriptions:

Effective Supervisory Practices

Making sure the work gets done is only part of a supervisor's job. . . .

Supervisors also bear the responsibility for making the workplace safe, legal and harassment-free. They have to know how to motivate their employees, how to discipline them – and do it all within the legal guidelines regulating workplace practices.

This full-day session provides supervisors and managers with practical tips and advice that promote efficiency and compliance with state and federal employment laws.

Discussions include:

- At-will employment and its exceptions
- Job interviews and legal hiring practices
- Starting new employees on the right foot
- Goal setting
- Coaching and motivating employees
- Writing effective warnings
- Documentation and discipline
- Termination and exit interviews
- The opportunity to ask your questions!

Oregon Leave Laws (OFLA/FMLA)

If you have 25 employees in Oregon, you are a covered employer under the Oregon Family Leave Act. If you have 50 or more employees in the U.S. or are a public employer, you are also covered under the federal Family and Medical Leave Act. These laws are complex and often interrelated. During this training session, our trainer focuses on the legal requirements of OFLA and FMLA and will provide tips and resources to meet those requirements. Topics include: eligibility requirements, qualifying leave "events", notification requirements, medical certification, use of paid leave, reinstatement, leave tracking, pregnancy and parental leave requirements, Oregon sick child leave, and managing misuse.

Legal Hiring Practices

Few decisions have a greater impact on the long-term success (or failure) of a business than those that have to do with selecting the right person for the job.

While no applicant is a perfect fit, at a minimum the right person should have the necessary...

- Knowledge, skills and abilities to hit the ground running,
- People skills to interface with your organization and clientele, and
- Motivation to begin making a valuable contribution without constant supervision.

Of course, finding that person consumes time, energy, and resources. In addition, legal requirements place a number of significant restrictions on how potential employers go about advertising positions, soliciting applications, interviewing candidates and conducting background checks. A misstep here can create room for a potential complaint or lawsuit around issues like employment discrimination, negligent hiring or invasion of privacy.

This seminar will focus on how consistently applied legal hiring procedures can help to identify the best qualified job candidate for a particular position without running afoul of the law.

Privacy in the Workplace

Employees do not check all of their privacy rights at the door on day one of employment. Nevertheless, employers can, and often do, intrude upon the private affairs of employees. Sometimes, this is even proper and lawful! Regulating private, even off-duty conduct to require conformity with employer expectations may be appropriate under certain circumstances. But once employers obtain private information it must be kept confidential. This lively discussion will touch upon such topics as workplace romances, drug and alcohol testing, surveillance, monitoring internet and email use, searches, social media, investigations, medical information, pre-employment screening, and others of interest to employers in Oregon.

Registration links for each seminar are as follows:

La Grande: <http://lgboliwinter2015.eventbrite.com>

Baker City: <http://bakeroecwinterboli.eventbrite.com>

Ontario: www.MalheurOECWinterSeminar.com

Pendleton: <http://bluemtnoecwinter.eventbrite.com>