



**Press Release**

For Immediate Release

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**Upcoming seminars will help employers navigate record keeping, documentation and discipline laws**

*"We want to help employers so that they can focus on growing their operations," says Avakian*

Portland, OR—Two upcoming seminars in Ontario and Pendleton will help eastern Oregon businesses and organizations navigate often complex state and federal law.

"We want to be a resource for businesses and organizations," said Oregon Labor and Industries Commissioner Brad Avakian. "Experts from our technical assistance program will answer people's questions and provide important tools for employers so that they can concentrate on growing their operations."

Each year, the Oregon Bureau of Labor and Industries (BOLI) fields more than 20,000 calls from employers seeking guidance on regulatory issues. The seminars will feature subject matter experts ready to answer questions and provide insight on topics of frequent interest to employers large and small.

**Seminar 1: Record Keeping: What Employers Need to Know**

The first seminar in Ontario will focus on record keeping so that employers can determine if their personnel records would stand up to the scrutiny of an audit, wage claim or civil rights complaint. It will also help businesses determine if their records would provide the information necessary to respond to a lawsuit under state or federal employment laws.

**Where:** Treasure Valley Community College, Ontario  
**When:** Tuesday, Aug 27<sup>th</sup> (8 a.m. to 4 p.m.)

Questions addressed will include:

- Do you know how long you are required to keep employment records like applications, Forms I-9 or payroll records?
- Do you know how to safely dispose of medical records, respond to personnel file requests and manage family leave law records?

**Seminar 2: Documentation, Discipline and Discharge: What Employers Need to Know**

Among the most frequently litigated workplace disputes are those that arise out of disciplinary actions and employee terminations. The Pendleton session will provide employers with the knowledge and tools to properly document employee performance, keep employees on track, and fairly and swiftly handle a termination.

**Where:** Blue Mountain Community College, Pendleton  
**When:** Thursday, August 29 (8 a.m. to 4 p.m.)

The cost for each seminar is \$175 per person. Discounts are also available for organizations that send two to five attendees (\$160 per person) or six or more attendees (\$150 per person).

Employers can register by sending in a registration form and payment available at <http://www.oregon.gov/boli/TA/docs/ta-srf-2012.pdf> or by calling (971) 673-0825.

For more information about BOLI's efforts to support Oregon employers and protect Oregon's workforce, visit <http://www.oregon.gov/BOLI>.

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