

The Legal Landscape Impacting HR Practices

June 24 - 25, 2014, Indiana Holiday Inn, Indiana, PA

Legal and HR specialists, affiliated with HR Consultants, Inc., will present this custom training for housing authorities. Their goal will be to review, explain and update the relevant employment laws and regulations, and show how to implement best management practices to meet these requirements and minimize employer risks. *(See reverse side for seminar agenda.)*

Polly Wright, MA, SPHR, CCP, Senior Consultant & Consulting Manager, at HR Consultants, will share her 20 years of experience and expertise in creating human resource infrastructure systems, products, and services for governmental and educational organizations, nonprofits, and large and small businesses. Using sound analytical approaches, she assists clients to identify causes of HR related problems and then build solid solutions to them. Additionally, her employment law-related knowledge has developed through her work with numerous legal forums, such as Unemployment Compensation Hearings, PHRC Fact Finding Hearings, Act 195 and 111 Interest Arbitrations, sexual harassment investigations, and disciplinary interviews and grievance reviews.

Albert Lee, Esq., Shareholder at Tucker Arnesburg, will bring his considerable expertise in employment and labor law. His firm has been providing legal counsel to housing authorities for over 20 years, and one of its Shareholder also served as in-house counsel to the Pittsburgh Housing Authority prior to joining the firm.

Mr. Lee has represented and assisted clients in virtually all areas of employment and labor law, from compensation lawsuits and discrimination trials, to governmental investigations, to design of benefit plans, negotiation of union contracts, to handling individual employee discipline and discharges.

Believing prevention is the best medicine, he devotes a large part of his practice to training employers on how to avoid and manage legal issues, while attaining their business goals. His teaching style is fast-paced, interactive, humorous and devoid of legalese. As one recent attendee said, *"I usually hate these things, but this one was excellent."*

Seminar Cost

Two days: \$350/person (WPHDA members); **\$360/person** (non-members)

(Fee includes course materials, breaks, and lunches on both days.)

Hotel Reservation

Deadline: Monday, June 2

Indiana Holiday Inn
1395 Wayne Avenue
Indiana, PA 15701

Call 724-463-3561 and ask for the WPHDA group rate of \$83/night plus tax, or go to www.holidayinn.com/indianapa and under Reservations enter the group code of APW.

(Tax-exempt agencies must present their certificates when checking in.)

Seminar Registration

Due: Monday, June 16

Return enclosed registration form with check payable to Western Pennsylvania Housing Directors Association.

Questions? Please contact Julie Kascal at 412.661.0591 or events@wphda.org

The Legal Landscape Impacting HR Practices A Two-Day Seminar: June 24 - 25, 2014

DAY ONE: 9:00 a.m. to 4:00 p.m.
(Registration starts at 8:30 a.m.)

Learning Objectives:

Review and understand relevant updates in employment law and regulations

- a. Equal Employment Opportunity Commission (EEOC) big ticket items, strategic plan and updates on laws/regulations enforced by the EEOC
- b. Department of Labor (DOL) big ticket items, strategic plan and updates on laws/regulations enforced by DOL
- c. National Labor Relations Board (NRLB) big ticket items, strategic plan and updates on laws/regulations enforced by NRLB

Review and discuss HR practice areas impacted by recent legal landscape updates

- a. Selection/interviewing
- b. Handbooks
- c. Leaves of absence
- d. Work environment

Lunch, 12:00 - 1:00 p.m., and morning and afternoon breaks included with seminar.

DAY TWO: 9:00 a.m. to 3:00 p.m.

Learning Objectives:

Review and understand effective workforce management practices that minimize employment practice risk and align with industry best practices

- a. Administering consistent hiring practices (continuation from Day One)
- b. Implementing effective performance management systems
- c. Administering consistent discipline practices
- d. Administering effective termination practices

Evaluating the state of your internal HR practices

- a. Conducting a self-audit and 10 areas of the employment lifecycle to review

Lunch, 12:00 - 1:00 p.m., and morning and afternoon breaks included with seminar.

End of Seminar

Western Pennsylvania Housing Directors Association Training

The Legal Landscape Impacting HR Practices June 24 - 25, 2014, Indiana Holiday Inn, Indiana, PA

Registration Form – Return by Monday, June 16

Authority _____

Address _____

Contact person _____

Phone _____ Fax _____ E-mail _____

REGISTRATION

Participant Name **and** Title

WPHDA member Registrations @ \$350/person _____ = \$ _____

Non-member Registrations @ \$360/person _____ = \$ _____

Please make checks payable to: Western Pennsylvania Housing Directors Association

Mail to: Western Pennsylvania Housing Directors Association, 1405 Browning Road, Pittsburgh, PA 15206

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