

2nd Annual Kentucky Human Resources Seminar



This seminar is a part of the Human Resources Training Series and is proudly sponsored by:

STITES & HARBISON PLLC
ATTORNEYS

Two Opportunities:

May 21-22, 2003

The Seelbach Hilton
Louisville, Kentucky

June 18-19, 2003

Marriott's Griffin Gate Resort
Lexington, Kentucky



Why Attend?

This seminar will offer two information packed, day-long sessions featuring legal insights and practical advice from four of Kentucky's leading employment attorneys and highly-rated speakers for the Kentucky Chamber of Commerce. The seminar will bring you up to date on the latest developments in a wide variety of employment, human resources and personnel management issues.

Who Should Attend?

Your entire management team will gain valuable, practical knowledge and insights from attending this program:

- Managers & Supervisors
- Business Owners
- Human Resources Personnel
- Employee Relations Specialists
- Personnel Directors
- In-house Counsel

Our Guarantee

We guarantee you'll be 100% satisfied with your seminar experience or you get your money back. If for any reason you are not satisfied, you will receive a complete refund.

Membership Info

It's not too late to take advantage of the Kentucky Chamber member discount. To learn more about membership, call 502-695-4700 and ask for a membership representative.

Our Past Attendees Say it Best

"A great resource for a variety of interests with participating and interaction with peers from many industries across Kentucky. Great update tool."

– *Dave Phillips, Tyson Foods*

"Excellent topic and timely information."

– *Liz Barry, Datatrac*

Agenda

2nd Annual Kentucky Human Resources Seminar

Day 1

8 a.m.

Registration and Continental Breakfast

8:30 a.m.

HR Update

– **Brooks Kubik, Stites & Harbison PLLC**

The initial segment of the program will provide a comprehensive overview of the latest developments in employment law and their effect on human resource practices. The emphasis will be on the practical effect of recent legal developments, court decisions and changes in the law. You will learn not only the current state of the law, but steps that you can take as a human resource professional or business owner to respond to those changes.

Noon

Lunch

1 p.m.

101 Tips for Dealing With Employees in the Modern Workplace — Part One

– **J.P. Hamm, Stites & Harbison PLLC (Louisville)**

– **Mauritia Kamer, Stites & Harbison PLLC (Lexington)**

This comprehensive, two-part program will provide 101 practical tips for dealing with the most commonly encountered employment problems. Specific topics for part one include: job advertisements, job descriptions, interviewing, employment applications, reference checks, other types of background checks, employment at-will disclaimers, offer letters, working with counsel, the importance of regular legal reviews, files and documentation, confidentiality and non-compete agreements, FMLA documentation, policies and procedures, employee handbooks, employee satisfaction surveys, arbitration agreements, employment contracts, training, annual evaluations, document retention policies and video tape surveillance.

4 p.m.

Day 1 Adjourns

Agenda

2nd Annual Kentucky Human Resources Seminar

Day 2

8 a.m.

Registration and Continental Breakfast

8:30 a.m.

101 Tips for Dealing With Employees in the Modern Workplace — Part Two – Shannon Hamilton, Stites & Harbison PLLC

The second part of the 101 Tips program will cover e-mail and voice mail issues, responding to EEOC charges, unemployment compensation hearings, employee surveillance, workplace investigations, avoiding sexual harassment claims, workplace romances, workers' compensation issues, employee benefit issues, workplace violence, employee assistance programs, employee terminations and force reductions.

Noon

Lunch

1 p.m.

Human Resource Workshops – Shannon Hamilton, Stites & Harbison PLLC

This portion of the program will present three separate workshops involving a variety of real-world personnel problems and present practical and effective solutions through a fast-paced and entertaining, interactive format. This unique program has consistently received rave reviews from attendees of past Kentucky Chamber programs.

3 p.m.

Conference Adjourns

About the Speakers

Shannon Hamilton – Stites & Harbison PLLC, Louisville

Ms. Hamilton is a member of the firm based in its Louisville office. She has been with Stites & Harbison since 1988. Ms. Hamilton is the co-leader of the Labor & Employment Law Service Group. Her practice emphasizes employment litigation and an active counseling practice covering all types of personnel and human resource issues. She has defended civil and administrative actions involving a wide variety of discrimination, harassment and other employment claims. In addition, Ms. Hamilton leads the firm's immigration practice focusing on business immigration. She has written extensively on employment law issues. She is co-author of *Understanding Personnel Law & Human Resource Issues: A Guide to Kentucky & Federal Laws & Regulations* and *A Ten Step Program to Eliminate Sexual Harassment*, published by the Kentucky Chamber of Commerce.

J.P. Hamm – Stites & Harbison PLLC, Louisville

Mr. Hamm is an associate based in the firm's Louisville office. He began practicing law in 1995 and has been with Stites & Harbison since 1997. He is a member of the firm's Labor & Employment Law Service Group. His practice focuses on counseling clients on employment matters and defending lawsuits and administrative charges. Mr. Hamm has written and spoken on a variety of employment-related topics and is a co-author of *Understanding Personnel Law & Human Resource Issues: A Guide to Kentucky & Federal Laws & Regulations*. Mr. Hamm is a member of the labor and employment section of the Louisville Bar Association, the Society for Human Resource Management, Defense Research Institute, American Trial Lawyers Association, and the Louisville, Kentucky and American Bar Associations.

Brooks Kubik – Stites & Harbison PLLC, Louisville

Mr. Kubik is a member of the firm based in its Louisville office. He joined Stites & Harbison in 1982 and has devoted over 20 years of his practice to the defense of employment law claims. He is a member of the Labor & Employment Law Service Group. Mr. Kubik has a very active litigation practice and has defended administrative actions and civil suits involving claims of age, race, sex, religion, national origin, sexual orientation and disability discrimination, "reverse" race and sex discrimination, sexual harassment and other claims by former employees. Mr. Kubik counsels clients on all types of employment and personnel issues. He is a frequent lecturer on employment law topics. He has been a regular speaker for the Kentucky Chamber of Commerce since 1985, and has presented over 100 programs for the KCC. Mr. Kubik is the author of *Drafting an Employee Policies Manual* and a co-author of *Understanding Personnel Law & Human Resource Issues: A Guide to Kentucky & Federal Laws & Regulations* and *A Ten Step Program to Eliminate Sexual Harassment*. He has authored over 100 articles, papers or course materials for employment law seminars.

Mauritia Kamer – Stites & Harbison PLLC, Lexington

Ms. Kamer is a member of Stites & Harbison's Labor & Employment Law Service Group. She has been with the firm since 1999 and is based in its Lexington office. Prior to joining Stites & Harbison, Ms. Kamer practiced law in Cleveland, Ohio, with the firm of Thompson Hine, LLP for seven years. Ms. Kamer's employment practice includes defending all types of unlawful discrimination, wrongful discharge and other employment claims. She also advises employers on compliance with state and federal employment labor laws to assist them in minimizing employment related litigation. Ms. Kamer is a frequent lecturer on employment and personnel topics. In addition, Ms. Kamer has represented employers obtaining E, H and L non-immigrant visas and immigrant visas in the technology, design, engineering, medical, and manufacturing sectors.

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REGISTRATION FEES

	Member	Non-Member
Send 1-2	\$495	\$595
Send 3-4	\$445	\$545
Send 5+	\$395	\$495

CANCELLATIONS/SUBSTITUTIONS

Cancellations must be made no later than five business days prior to the program for a full refund. After this date, no cash refunds will be granted. Substitutions welcome. Special accommodations made upon request.

HOW TO REGISTER

BY PHONE: Call Sarah Vaught
502-695-4700,
x3022



BY FAX: 502-695-5051
24 hours a day!



BY MAIL: Send registration
form to the address
listed below.



LOCATION AND LODGING

May 21-22, 2003 (80401)

The Seelbach Hilton
500 Fourth Avenue
Louisville, KY 40202, Tel: 502-585-3200
Sleeping Room Rate: \$109

June 18-19, 2003 (80402)

Marriott's Griffin Gate Resort
1800 Newtown Pike
Lexington, KY 40511, Tel: 859-231-5100
Sleeping Room Rate: \$99

When contacting hotel for lodging, please specify you are with the Kentucky Chamber's 2nd Annual Kentucky Human Resources Seminar to receive the discounted rate.

2nd Annual Kentucky Human Resources Seminar

Company

Address

City, State, Zip

Telephone Fax

Principal Line of Business Number of Employees

Payment:

___ Seminar fee enclosed with check payable to the Kentucky Chamber
Check Amount \$ _____ Check # _____

___ Charge to: VISA__ MC__ American Express__
Account # _____ Exp. Date _____
Signature _____

___ Bill company PO# _____

Registrants' Names

Titles

E-mail Addresses

_____	_____	_____
_____	_____	_____
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Send check and completed registration form to: Kentucky Chamber of Commerce, 464 Chenault Road, Frankfort, Kentucky 40601

To process your order, the entire registration form must be complete.



464 Chenault Road
Frankfort, KY 40601

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