

YES! I want to master HR recordkeeping and execute administrative functions with confidence and accuracy. Please save my seat at **Employment Records Retention, Retrieval, and Destruction: The Advanced Interactive Workshop for Massachusetts Employers** for just \$397. If I am dissatisfied, I am entitled to a complete refund of my registration fee. Additional registrants from my organization can attend for just \$297.

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 If you are not completely satisfied after attending a BLR event, let us know, and we will refund 100% of your registration fee – no questions asked.

PHR/SPHR Credit:



This program has been approved for 5.75 recertification credit hours through the HR Certification Institute.

For more information about certification and recertification, please visit the HR Certification Institute website at www.hrci.org. The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.

Cancellation Policy

- A \$50 processing fee applies to ALL conference cancellations.
- Registrants are responsible for the entire PROGRAM fee for a cancellation made after 5:00 p.m. three weeks prior to the event (whether or not you attend the program or fail to cancel).
- An alternate may attend in place of the original registrant.

21286



Program Dates and Locations

When:
 Wednesday, March 6, 2013

Where:
 Sheraton Springfield
 Monarch Place Hotel
 One Monarch Place
 Springfield, MA 01144
 413-781-1010

When:
 Thursday, March 21, 2013

Where:
 Sheraton Commander
 Hotel
 16 Garden Street
 Cambridge, MA 02138
 617-547-4800

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Visit HRHero.com/ma-records
 Call 800-274-6774 to register or learn more.



Massachusetts Employment Law Letter presents

Employment Records Retention, Retrieval, and Destruction

The Advanced Interactive Workshop for Massachusetts Employers

2 LOCATIONS:

When: Wednesday, March 6, 2013
Where: Springfield

When: Thursday, March 21, 2013
Where: Boston

Presenters: Jasmin Rojas,
 Kimberly Klimczuk
 Attorneys with Skoler,
 Abbott & Presser, P.C.

Many employment lawsuits stem from poor documentation practices, so how you compile and store records can make or break your defense in court or in a compliance audit.

Employment Records Retention, Retrieval & Destruction, the one-day learning and networking event, covers both your legal requirements and best practices to apply at your Massachusetts workplace.

You'll learn:

- Information storage techniques that balance accessibility and security.
- Electronic record maintenance, safety, and logistics protocols.
- Ways to keep supervisors in compliance with state and federal privacy requirements.
- How to properly retain and categorize applications, resumes, evaluations, disciplinary actions, payroll and benefits records, wage and hour records, attendance reports, immigration records, termination documents, and more.
- Applying the ADA, FMLA, and HIPAA to your document management procedures.
- How to meet your document discovery obligations in the digital age.
- Compliance duties associated with OSHA, OFCCP, and ICE.
- Ways to determine what should be in hard copy and what should be electronic, including backup provisions, deletion schedules, and filing rules.

RESERVE YOUR SPOT TODAY! CHOOSE FROM 5 SIMPLE WAYS TO REGISTER:

- On the Web:**
Direct your browser to HRHero.com/ma-records
- By Phone:**
800-274-6774
- By E-mail:**
custserv@blr.com
- By Mail:**
Detach and mail form to address above
- By Fax:**
800-785-9212

To learn more about the 2013 Recordkeeping Class for Massachusetts Employers, download a free QR code reader app on your smartphone and then scan the code on the left.

Here are two suggestions.
 iPhone users: i-nigma Android users: Red Laser



Presenters:
 Jasmin Rojas,
 Kimberly Klimczuk
 Skoler, Abbott & Presser, P.C.



Jasmin Rojas



Kimberly Klimczuk

Employment Records Retention, Retrieval, and Destruction: The Advanced Interactive Workshop for Massachusetts Employers

Lively Give and Take: Unlike some seminars, you're encouraged to ask questions, present your own situations for discussion, and interact with both the speakers and your colleagues.

Quality Presenters: Your speakers are Massachusetts employment law attorneys with years of experience advising employers in records management matters.

Top-Level Issues: No beginners course, this one-day program tackles the very latest, most confusing, most complicated situations and gives you a clear road map to consistently

executing professional and confident administration.

Satisfaction Guarantee: You're entitled to a complete refund if you're in any way less than delighted by this program.

Critical Compliance Issues: Many employment-related lawsuits stem from records management practices. This event helps HR management and staff understand recordkeeping obligations, liabilities, and best practices, delivering the tools needed to overhaul procedures or merely fine-tune them.



Visit HRHero.com/ma-records
 Call 800-274-6774 to register or learn more.

Employment Records Retention, Retrieval, and Destruction

When:
Wednesday, March 6, 2013

Where:
Sheraton Springfield
Monarch Place Hotel

When:
Thursday, March 21, 2013

Where:
Sheraton Commander Hotel

Presenters:
Jasmin Rojas, Kimberly Klimczuk
Attorneys with Skoler, Abbott & Presser, P.C.

\$397 per person,
\$297 for each additional
attendee

Continental breakfast and registration begin at 7:30 A.M. The program begins at 8:30 A.M. and concludes at 4:00 P.M. There will be morning and afternoon breaks and registrants will be on their own for lunch.

BLR, publisher of *Massachusetts Employment Law Letter* and *Federal Employment Law Insider*

This powerful program is available for on-site presentation at your organization, customized both in length and content to meet your specific training needs. It's the cost-effective way to engage your most productive employees in achieving valuable professional growth objectives. All while helping to protect your organization from expensive legal missteps. For more information, please call 800-274-6774.

Agenda

Breakfast and Registration
7:30 A.M.-8:30 A.M.

Documents You Should Keep
► 8:30 A.M.-9:00 A.M.

Some HR documents have no technical legal requirements, yet you'll want them at your fingertips should a legal conflict arise and top management turns to you for help. In this opening session, you'll learn how best to maintain these documents:

- Personnel files: What falls into the category of proper documents for personnel files
- How to control employee-related documents kept by supervisors
- How to manage documents and decide what belongs in the files
- Employee evaluations: Determining who gives the evaluations for employees
- Where to house completed evaluations, why, and for how long
- Reprimands or counseling notes: The importance of corrective action documentation – How to train supervisors to maintain these documents – Where they should be filed
- Handbook information: Maintaining signature pages for receipt of handbooks – Documenting policy changes and handbook updates— How long to keep older handbook information – Which policies require separate signatures from your employees
- ADA interactive discussions: Documenting your discussions with employees about reasonable accommodations under the ADA
- Information relating to benefits and perks: Establishing ownership of your benefits plans – Communicating and documenting employee sick days and/or vacation days
- Termination letters: Pros and cons of providing termination letters – What should be included – What should be left out

What Documents You Must Keep
► 9:00 A.M.-9:30 A.M.

These documents are ones that, legally, you must keep. You'll learn about the legal requirements relating to these types of documents.

- OSHA information: Preparing your paperwork in advance of an OSHA visit
- Employee immigration information: Maintaining I-9s for all of your employees – What to do if you've missed some employees upon hire – New requirements and penalties on employers for hiring illegal aliens
- OFCCP requirements: Maintaining readiness for an audit
- EEO-1 Reports: Tracking and maintaining required data
- FLSA requirements: Keeping timecards and proof of hours worked for your non-exempt employees
- Establishing that your exempt workers really qualify as exempt
- FMLA and ADA issues: Creating and distributing FMLA policies – Proper forms for certification and elections under the FMLA – Managing ADA documentation

The Importance of Workplace Investigations
► 9:30 A.M.-10:15 A.M.

You know that you should promptly conduct workplace investigations into claims of harassment, discrimination, and whistleblowing. You'll learn how best to document and store information relating to investigations to protect you in the event of a charge or lawsuit.

- How you manage the scope of the investigation
- Whom you should interview
- What documents to review
- How you manage requests for confidentiality
- How you manage the information obtained

Morning Break
10:15 A.M.-10:30 A.M.

Who "Owns" Employee's Personnel Records
► 10:30 A.M.-11:00 A.M.

If an employee – or the employee's attorney – asks to see the contents of an employee's personnel file, should you share it? Must you do so? You'll learn about issues relating to personnel records and state's rules specific to this problem:

- When, if ever, should employees be allowed to write and add information to their own personnel file
- What happens if a third party wants to see an employee's personnel file –

- when must you turn it over, and when may you not
- Which of your own company representatives should have – or should not have – access to employee records
- How you handle subpoenas for documents

Other Special Document Challenges
► 11:00 A.M.-11:45 A.M.

Several particular workforce records cause special headaches for HR professionals. You'll learn about how to handle these tricky document issues.

- OFCCP: How to fill out an affirmative action plan
- Immigration: I-9 requirement – what information you must collect and keep on file – How you handle your state's specific immigration information requirements
- EEO-1 Reports: How to gather correct workforce demographic information for EEO-1 Reports

Lunch
11:45 A.M.-1:00 P.M.

How to Store the Information: Special Challenges Relating to Electronic Data
► 1:00 P.M.-2:15 P.M.

Do you keep everything centrally maintained? Are there some files you should keep separate? What about electronic storage? In this session you'll learn about the legal requirements for storage of certain documents.

- Managing multiple file locations and types: supervisor files and notes, Human Resources records, and other sources of documents
- Complying with HIPAA and ADA requirements on medical information confidentiality
- The paperless office: What must be kept in paper form, and when are electronic signatures sufficient
- Training managers and employees on appropriate recordkeeping and storage
- Developing a security policy for documents
- Special issues for companies with more than one location: centralizing document management and storage functions

HR policies relating to electronic data must evolve to match emerging

technology. This session also covers:

- Handling online applications
- Logistical problems in keeping information accessible and confidential
- Policies relating to computer use by employees and supervisors
- Document retention and document purging policies
- Special considerations relating to electronic data in legal matters
- Backup demands
- Permanence of information in computer systems

Time Requirements in Recordkeeping
► 2:15 P.M.-2:45 P.M.

You've been diligent in collecting and maintaining records. Now, learn how long you have to keep them, including the legal and practical requirements relating to data retention.

- FLSA
- OFCCP issues
- Department of Labor issues relating to applications, resumes, etc.
- OSHA
- FMLA, ADA, workers' compensation
- Other personnel/performance documentation

Break
2:45 P.M.-3:00 P.M.

Proper Methods of Disposal
► 3:00 P.M.-3:30 P.M.

How should you go about safely destroying records in the personnel file? This segment will cover:

- Developing a document/information purging system
- Setting timelines for document destruction
- Determining what to keep and what to destroy
- Electronic data purging issues

Recordkeeping Roundtable
► 3:30 P.M.-4:00 P.M.

Get answers to your remaining questions about employee records and documents from our panel of experts. Attend this event and learn about the many recordkeeping (and record-purging) issues facing HR professionals today. Learn about the various laws requiring records, how long such records are to be kept, and how to develop policies governing these requirements.

Dear Massachusetts Executive:

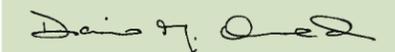


An employment law attorney once told me: "If it's not in writing, it doesn't exist!" When it comes to an employee's claim of discrimination, harassment, or other

workplace conflict, if you can't produce the appropriate documents, you can't defend your actions with confidence. So how much must you keep?

Of more common concern are the documentation and recordkeeping demands placed on HR by OSHA, EEOC, and state agencies. Failure to meet these obligations can result in fines, penalties, unwarranted overtime payments and worse. Then there are the daily document requests from employees, former employees, their prospective employers, family courts, and others. What must you honor? Which can you refuse?

With rapidly evolving technology and emerging employment law changes both forcing you to re-examine your recordkeeping policies, spend just one day learning the very latest techniques for taking control of the paperwork monster. **Employment Records Retention, Retrieval, and Destruction** is an intensive, satisfaction-guaranteed workshop loaded with practical advice and clear instruction for meeting both your legal and organizational challenges. It's designed specially for HR management, benefits management, and in-house legal staff who need fast, accurate, and helpful advice.



Dan Oswald
President & Publisher
Massachusetts Employment Law Letter

Unlike lesser imitators, our **Employment Records Retention, Retrieval, and Destruction** is researched, developed, and presented by Massachusetts authorities on employment records management. This isn't a cookie-cutter, one-size-fits-all program thrown together by some barnstorming "expert" who'll be three states away before you realize you learned nothing. This is valuable, in-state guidance from trained and highly respected attorneys who practice in Massachusetts.