

SEMINAR ANNOUNCEMENT

A well written and current employee handbook is essential to the successful operation of your company. It sets the tone for the employee/employer relationship, establishes workplace policies, and helps you comply with both federal and state employment laws. If you have not reviewed your handbook in the past two years, chances are high that it is not in compliance with recent legal changes. Join us at this up-to-date and information-packed seminar that will examine both legal and practical handbook issues.

Topics to be covered include:

- ▶ Important legal reasons to have a handbook and proper disclaimers
- ▶ Appropriate language, tone, and format
- ▶ Recent legal developments that affect employment policies
- ▶ Review of key sample policies
- ▶ Emerging trends and concerns



Who should attend: Any human resource professional or other company official responsible to develop or revise employee handbooks.

Certification: This program is approved for 3.5 general recertification hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

<p>Where: Red Lion Hotel 161 W 600 S, Salt Lake City, UT</p> <p>Cost: \$125 per Council member; \$199 per non-member</p>	<p>When: Thursday, November 18, 2010 Seminar: 8:00 a.m. - 12:00 noon Registration & breakfast buffet: 7:30 - 8:00 a.m.</p>
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<p><u>REGISTRATION INFORMATION:</u></p> <p>Name _____</p> <p>Name _____</p> <p>Name _____</p> <p>Company _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone _____ Fax _____</p> <p>E-mail Address(es) of person(s) to receive reminder: _____ _____ _____</p>	<p><u>PAYMENT METHOD:</u></p> <p>Cost: \$125 per Council member \$199 per non-member</p> <p>___ Check Enclosed</p> <p>___ Bill Me</p> <p>___ Charge Credit Card</p> <p>___ Visa ___ Master Card ___ Amer Exp ___ Discover</p> <p>Credit Card # _____</p> <p>Expiration Date _____</p> <p>Name on card _____</p> <p>Signature _____</p> <p style="font-size: small; text-align: center;"><i>Refund given if cancellation is received at least one week prior to seminar</i></p>
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Register for *Employee Handbooks: A Legal and Practical Guide* by:

E-mail: info@ecutah.org	Mail: The Employers Council
Fax: 801-364-8915	175 W 200 S, Suite 2005
Phone: 801-364-8479	Salt Lake City, UT 84101

* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.