



TECHNICAL ASSISTANCE FOR  
EMPLOYERS

SEMINAR SCHEDULE  
January—June 2012

**Developing an Employee Handbook**

This session will focus on writing effective, up-to-date, and lawful employee handbooks and company policies.

February 21                      Portland  
May 21                              Ontario

**Documentation, Discipline and Discharge**

Learn how to properly document employee performance, write effective warnings, provide feedback to keep employees on track, deal swiftly and fairly with problem employees, conduct a discharge that minimizes risk of liability, and recognize and reward good performance

February 14                      Portland  
April 25                              Portland  
April 24                              Salem  
May 23                                Pendleton  
June 7                                 Portland

**Employee Supervision: A 2-Day Basic Training**

This workshop provides an overview of employment laws that supervisors must understand including wage and hour law, civil rights protections, leave laws, legal hiring, documentation, discipline, termination, and managing employee performance.

January 11-12                      Portland  
March 6-7                              Portland  
April 9-10                              Medford  
May 14-15                              Eugene  
May 2-3                                 Portland  
June 12-13                              Salem

**Leave Laws in Oregon: A 2-Day Training**

This session combines the Basic Leave Laws and Advanced Leave Laws training into a comprehensive session. Topics include OFLA; FMLA; Leave for Victims of Domestic Violence, Sexual Assault or Stalking; Oregon Military Family Leave, injured workers, disability law, medical verification, and leave tracking.

February 7-8                      Portland  
April 3-4                              Portland  
April 11-12                              Eugene  
June 5-6                                Portland

**Leave Laws in Oregon: Basics of OFLA and FMLA**

This session provides an overview of OFLA, FMLA, ADA, Injured Worker, and other leave laws.

May 8                                 Portland

**Leave Laws in Oregon:  
Advanced OFLA, FMLA, and Other Leave Laws**

Prerequisite: Attend the Basics Leave Laws seminar or significant experience with leave laws. This seminar deals with many of the complex compliance issues including identifying qualifying conditions, overlap of leave laws, tracking leave, medical certification issues, notification requirements, reinstatement rights, and pregnancy and parental leave.

May 29                                Portland

**Oregon Family Leave Act**

Private employers with 25 to 49 employees in Oregon are subject only to the Oregon Family Leave Act. This session provides a comprehensive overview of OFLA as well as other applicable leave laws such as Leave for Victims of Domestic Violence, Sexual Assault or Stalking; Oregon Military Family Leave, injured workers, and disability law.

April 10                                Portland

**Payroll Issues**

This session answers your most common questions and provides in-depth information on child support orders, payroll deductions, garnishments, final paychecks, and other topics.

March 8                                Eugene

**Recordkeeping Requirements**

Practical information for dealing with personnel files, payroll records, timesheets, and other records including retention schedules.

May 22                                 Baker City

**Understanding and Avoiding Workplace Harassment**

This seminar provides an overview of federal and state protected classes. Topics covered include workplace harassment and discrimination, developing a harassment policy, conducting a workplace investigation, and communicating policies to employees.

January 18                              Eugene  
March 15                                Portland

**Wage and Hour Laws**

This intensive seminar focuses on state and federal regulations that apply to Oregon employers including minimum wage, overtime, payroll deductions, final paychecks, exempt and non-exempt employee classification, determining independent contractor status, and more.

January 24                              Portland  
February 1                              Salem  
March 21                                Portland  
April 11                                 Roseburg  
June 19                                 Portland

**\*New for 2012\***

**New Supervisor Training Series**  
Series of 6 classes designed for new supervisors or those who want a refresher in employment law and supervisory practices. Classes are held the fourth Thursday of each month in Portland, 9:00 to noon.

January 25  
February 22  
March 28  
April 25  
May 23  
June 27

\$250 per attendee  
\$235 each with 2-5 attendees  
from an organization  
\$225 each for 6+ attendees

Bureau of Labor and Industries

Technical Assistance for Employers  
800 NE Oregon Street, Suite 1045  
Portland, OR 97232

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REGISTRATION INFORMATION

Registration information at: [www.oregon.gov/BOLI/TA](http://www.oregon.gov/BOLI/TA)  
Or call: 971-673-0825

One-Day Session

\$170 per attendee  
\$155 each with 2-5 attendees from an organization  
\$145 each for 6+ attendees

Two-Day Session

\$250 per attendee  
\$235 each with 2-5 attendees from an organization  
\$225 each for 6+ attendees

Includes handouts and morning coffee/tea service.  
Handbooks and posters available for sale at all seminars.

HRCI credits pending



Detailed seminar information and  
agendas are available at  
[http://www.oregon.gov/BOLI/TA/T\\_SEM\\_Taseminar.shtml](http://www.oregon.gov/BOLI/TA/T_SEM_Taseminar.shtml)

Interested in on-site training at  
your company? Contact Technical  
Assistance for Employers for details  
and pricing information.

BOLI Technical Assistance Seminar Registration Form

Please complete the registration form and send it, with your payment (check, purchase order #, or credit card information) to:  
Bureau of Labor and Industries - Technical Assistance for Employers  
800 NE Oregon Street, Suite 1045  
Portland, OR 97232  
Fax: 971-673-1384

Company Name	Participant Name (s)	Seminar Title	Seminar Date & Location	Cost
Mailing Address				
City, State, Zip				
Telephone				
Email (confirmations sent by email only)				
Method of Payment:		Purchase Order #		Check
Credit Card #		Exp. date	Visa	MasterCard
Authorized Signature		(No other cards accepted)		