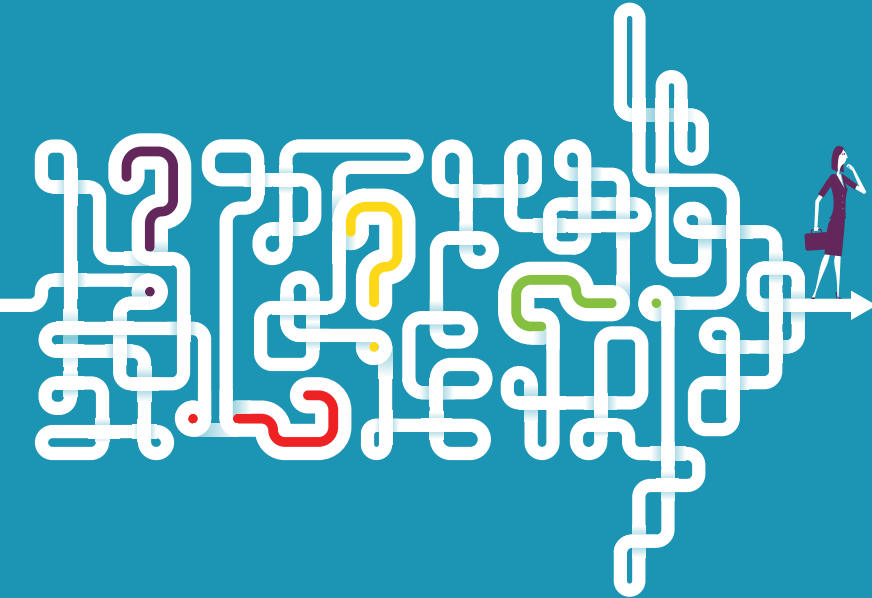


# 2016 HR Seminar

**Legal Updates & Best Practices**

June 9, Amway Grand Plaza, Grand Rapids



**You have questions. We have answers.**



# 2016 HR Seminar

## Legal Updates & Best Practices

New laws, policies and litigation are changing the regulatory landscape that governs how human resources professionals manage employee benefits and labor and employment issues. Join Warner Norcross attorneys for a one-day seminar that will provide updates on regulatory changes and many tools needed to manage a wide array of issues, including: discrimination and the EEOC; FMLA, FSLA and NLRB issues; wellness plans; retirement and benefit plans; managing benefit plans during mergers and acquisitions; recruiting and hiring; worker classification; talent management; non-compete clauses; data security issues; and hot topics in litigation.

The day will feature a program-free lunch: No videos, presentations or interruptions — just a chance to network with colleagues or discuss best practices.

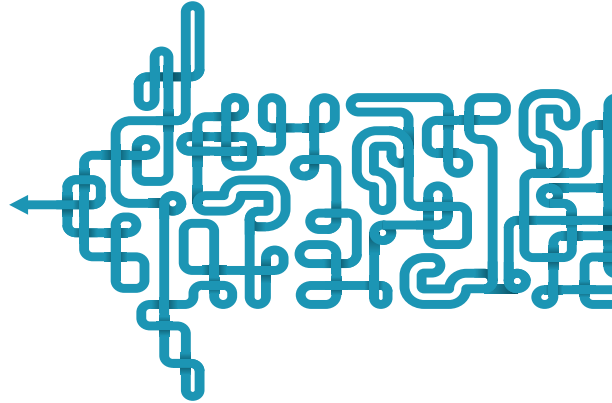
### Topics/Sessions:

- **Legislative Update and Current Trends** . . . . . pg 4 & 6
- **Correction Program** . . . . . pg 4
- **HIPAA Privacy, Security and Breach Notification: Training and Enforcement Update** . . . . . pg 4
- **Structuring an Effective Retirement Committee** . . . . . pg 4
- **Consumer-Driven Trends and Pitfalls: Common Problems with Implementing and Operating High Deductible Health Plans** . . . . . pg 5
- **Optimizing Your Retirement Plan Design** . . . . . pg 5
- **Health & Welfare Plans Panel Discussion: Answering Your Questions about ERISA, ACA, COBRA, Wellness Programs and More** . . . . . pg 5
- **Investigation Issues** . . . . . pg 6
- **FMLA, ADA Issues** . . . . . pg 6
- **Changes Are A Comin!** . . . . . pg 6
- **Social Media** . . . . . pg 7
- **The Employment Policies You Need to Have or Update** . . . . . pg 7
- **Discrimination, Harassment and Retaliation Issues** . . . . . pg 7

June 9 at Amway Grand Plaza Hotel



Register online at [WNJ.com/2016\\_HR\\_Seminar](http://WNJ.com/2016_HR_Seminar)



### Continuing Education Credits

This program has been awarded 6.5 hours of general credit toward PHR and SPHR recertification through the Human Resources Certification Institute (HRCI). For more information, please visit the HRCI website at [www.hrci.org](http://www.hrci.org).

This program qualifies for 4 SHRM Professional Development Credits (PDCs) which relates to the SRHM Body of Competency and Knowledge™ (SHRM BoCK).



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

### Pricing

	WNJ Client	Non-Client
<b>Full-Day Program</b>	\$ 145	\$ 195
<b>Half-Day Program</b>	\$ 90	\$ 140

Multi-Attendee Discount: If three or more people from the same organization attend, they will receive a 15 percent registration discount. Be sure to select that option when registering online.

Materials, parking and lunch are included with every registration. Program materials are provided online in advance of the seminar.

# 2016 HR Seminar

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Morning General Session / 8:00-8:30 AM

## Legislative Update and Current Trends

In this session we'll review the most important changes in the law affecting your employee benefit plans, including: recent IRS, DOL and litigation activity involving retirement plans, ACA regulations and guidance and recent court decisions.



*Tony Kolenic*



*Norbert Kugele*

8:40-9:40 AM (two concurrent sessions to choose from)

## EB-1A: Correction Program

Mea culpa! Retirement plans are complicated. Mistakes happen. Fortunately, the IRS

and Department of Labor maintain several programs designed to encourage plan sponsors to identify and correct those mistakes. This session will discuss common mistakes and best practices in fixing those mistakes using those government programs.



*Mary Jo Larson*



*Justin Stemple*



*Lisa Zimmer*

## EB-1B: HIPAA Privacy, Security and Breach Notification: HIPAA Training and Enforcement Update

HIPAA requires regular training of your employee benefits workforce on compliance obligations. In this session, we'll help you satisfy that requirement. We'll cover the issues that all health plan administrators need to know about the HIPAA Privacy, Security and Breach Notification rules, as well as lessons to be learned from recent HIPAA enforcement actions.



*Norbert Kugele*



*Danyale Phillips*

9:50-10:50 AM (two concurrent sessions to choose from)

## EB-2A: Structuring an Effective Retirement Committee

An effective committee creates good results for participants while reducing risk for the committee members and employer. But what makes an effective committee? Who should be on it? How many members? What experience is needed? Is a committee charter advisable? How often should the committee meet and what should they discuss? What records should the committee keep? Should there be separate investment and administrative committees? Learn how best practices help you help your employees and protect you from expanding ERISA litigation.



*Mary Jo Larson*

### **EB-2B: Consumer-Driven Trends and Pitfalls: Common Problems with Implementing and Operating High Deductible Health Plans**



*April Goff*



*Kent Sparks*



*Eve Rogus*

An increasing number of employers are implementing Consumer-Driven Healthcare to control soaring health care spending. We will discuss industry trends and best practices with an industry expert. You will learn tips to avoid the most common, costly mistakes in plan design and administration for high deductible health plans, health savings accounts and wellness programs.

[11:00-12 noon \(two concurrent sessions to choose from\)](#)

### **EB-3A: Optimizing Your Retirement Plan Design**

When considering plan design options, employers often ask questions like – how does our retirement plan compare to others and what can we do to nudge our plan participants towards more favorable outcomes? This session will allow you to compare your plan design with other



*Tony Kolenic*



*Heidi Lyon*

employers' approaches, review current retirement plan trends and discuss ideas to encourage positive participant behavior through plan design.

### **EB-3B: Health & Welfare Plans Panel Discussion: Answering Your Questions about ERISA, ACA, COBRA, Wellness Programs and More**



*Norbert Kugele*



*April Goff*

In this session, we'll go into some greater detail about recent developments under ERISA, ACA, COBRA and Wellness Programs, and we'll answer your questions about the day-to-day problems you encounter in administering your health and welfare plans.

[Lunch Program - Networking Lunch / 12 noon-12:45 PM](#)

A program-free lunch. No videos, presentations or interruptions, just a chance to network with colleagues and discuss best practices.

# 2016 HR Seminar

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Afternoon General Session / 12:45-1:45 PM

## Legislative Update

Join us for a review of recent significant legislative and regulatory developments and court decisions affecting the workplace. We'll discuss what these things mean for your organization and what you need to do to stay in compliance with the law.



*Jon Kok*

## Present Fact Pattern

This year's Labor & Employment Program will be a bit different from past programs. We will introduce a fictional employer, Next Millennium Co., and a few of its fictional employees, some of whom create challenges for the company. This brief session will provide the "back story" on Next Millennium and these employees, based on actual problems for actual companies that WNJ attorneys have addressed in recent years. (Names have been changed to protect the innocent.) Other breakout sessions throughout the afternoon will then build on this basic story, with factual twists and turns designed to demonstrate unique and developing issues in the law. This program promises to both entertain and enlighten!



*Andrea Bernard*

2:00-2:45 PM (two concurrent sessions to choose from)

## L-1A: Investigation Issues

When it comes to harassment complaints, a prompt and thorough investigation can help minimize the risk of litigation. This session will focus on best practices when conducting a workplace investigation including ways to conduct the investigation, effective interview techniques, how to preserve evidence and how to document the investigation.



*Karen VanderWerff*



*Maggie Jozwiak*

## L-1B: FMLA, ADA Issues

Are you tired of sitting in a classroom and hearing about the FMLA and ADA regulations and what they mean? How about something a little different? In this highly interactive program, we will walk through an actual fact pattern and follow the ups and downs of dealing with the FMLA and ADA issues faced by a real, okay, completely made-up employee. Learn how the FMLA and ADA are supposed to work, not what the regulations say.



*Steve Palazzolo*



*Jane Kogan*



3:00-3:45 PM (two concurrent sessions to choose from)

### **L-2A: Changes Are A Comin'!**

The U.S. Department of Labor published proposed changes to “white-collar” exemptions under the FLSA, and the notice and comment period is closed. Pundits predict the final regulations will be published by mid-2016. At the same time, the DOL has increased the Wage and Hour Division’s enforcement budget tremendously. This session will refresh your knowledge of FLSA basics, highlight key changes you can anticipate under the proposed regulations and provide tips and information to plan and protect against time-consuming DOL audits and costly class action litigation.



*Andrea Bernard*



*Amanda Fielder*

### **L-2B: Social Media**

Your employees are using social media. While most of their social media activity is likely conducted on their own time and their own personal accounts, these activities can have significant impact in the workplace. If an employee posts negative information about the company on social media, or makes statements that would violate workplace policies regarding harassment and discrimination, an employer may want to take action. Ed and Dean will discuss what the



*Ed Bardelli*



*Dean Pacific*

employer may (and may not) do in such cases. They will also discuss the use of social media in screening applicants during the hiring process, and how social media posts can become relevant in employment-related lawsuits.

4:00-4:45 PM (two concurrent sessions to choose from)

### **L-3A: The Employment Policies You Need to Have or Update**

In this informative and practical session, Jon and Allyson will inform you about key employment policies your company needs to have but might not, as well as updates that should be made to your current policies based on recent legal developments. They will explain why each policy is important and what you need to do to properly implement the policy.



*Jon Kok*



*Allyson Terpsma*

### **L-3B: Discrimination, Harassment and Retaliation Issues**

Kevin and Lou will discuss “ripped from the headline” issues involving employment discrimination: sex, gender and transgender issues, religious accommodation and nepotism. They also will identify best practices to prevent – and respond to – claims of discrimination.



*Lou Rabaut*



*Kevin McCarthy*

# 2016 HR Seminar

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## Seminar Materials

To support our firm's sustainability initiatives, we offer our seminar materials electronically. Materials will be emailed to you two days prior to the seminar. You may opt to print the materials to bring with you or you may access them from your computer. You will not receive additional hard copies at the seminar. Complimentary WiFi access will be available during the seminar to all attendees.

## Directions

The program will take place in the Ambassador Ballroom of the Amway Grand Plaza Hotel.

The hotel is located in downtown Grand Rapids on the corner of Monroe Avenue and Pearl Street at 187 Monroe Avenue, NW.

For a detailed map, go to [www.amwaygrand.com/maps](http://www.amwaygrand.com/maps)

Once in the hotel, go to the second level (Concourse Level) and follow the signs to the Ambassador Ballroom.

## Parking

Parking is available in the DeVos Place parking ramp, with entrances on Michigan Street and Lyon Street. You will receive a parking voucher at the seminar registration table. **This voucher is only valid for the DeVos Place parking ramp and does not apply to the hotel ramp or valet parking.**

## Accommodations

Overnight accommodations are available at the Amway Grand Plaza. Please call the hotel at (800) 253.3590 to reserve your room. Be sure to identify yourself as a Warner Norcross attendee to receive the special room rate of \$189. Please reserve your room before June 1.

## Questions

If you have any questions about the program, please contact Sharon Sprague at (616) 752.2326 or [ssprague@wnj.com](mailto:ssprague@wnj.com).



Bridge St. NW

Michigan St. NW



US 131

Parking Entrance

Grand River

DeVos Place

Monroe Ave. NW

**Parking vouchers are  
valid for DeVos Place  
parking only.**

Lyon St. NW

Amway  
Grand Plaza

Pearl St. NW

Pearl St. NW

# 2016 HR Seminar

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## Legal Update & Best Practices / June 9 / Amway Grand Plaza Hotel

	8:00 - 8:30 am	General Session: Legislative Update and Current Trends			
EB Breakout Sessions	8:40 - 9:40 am (please select one)	<input type="checkbox"/> Correction Program (and Legal) (EB-1A)	<input type="checkbox"/> HIPAA Privacy, Security and Breach Notification: HIPAA Training and Enforcement Update (EB-1B)		
	9:50 - 10:50 am (please select one)	<input type="checkbox"/> Structuring an Effective Retirement Committee (EB-2A)	<input type="checkbox"/> Consumer-Driven Trends and Pitfalls: Common Problems with Implementing and Operating High Deductible Health Plans (EB-2B)		
	11:00 - 12 noon (please select one)	<input type="checkbox"/> Optimizing Your Retirement Plan Design (EB-3A)	<input type="checkbox"/> Health & Welfare Plans Panel Discussion: Answering Your Questions about ERISA, ACA, COBRA, Wellness Programs and More (EB-3B)		
	12 noon - 12:45 pm	Lunch Program - Networking Lunch included	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Veggie
	12:45 - 1:45 pm	General Session: Legislative Update / Present Fact Pattern			
Labor Breakout Sessions	2:00 - 2:45 pm (please select one)	<input type="checkbox"/> Investigations Issues (L-1A)	<input type="checkbox"/> FMLA, ADA Issues (L-1B)		
	3:00 - 3:45 pm (please select one)	<input type="checkbox"/> Changes Are A Comin'! (L-2A)	<input type="checkbox"/> Social Media (L-2B)		
	4:00 - 4:45 pm (please select one)	<input type="checkbox"/> The Employment Policies You Need to Have or Update(L-3A)	<input type="checkbox"/> Discrimination, Harassment and Retaliation Issues (L-3B)		

## Pricing

	WNJ Client	Non- Client
<b>Full-Day Program</b>	<input type="checkbox"/> \$ 145	<input type="checkbox"/> \$ 195
<b>Employee Benefits Program (morning only)</b>	<input type="checkbox"/> \$ 90	<input type="checkbox"/> \$140
<b>Labor &amp; Employment Program (afternoon only)</b>	<input type="checkbox"/> \$ 90	<input type="checkbox"/> \$140

Multi-Attendee Discount: If three or more people from the same organization attend, they will receive a 15 percent registration discount. Be sure to select that option when registering online.

## Registration and Payment Options

**First, Register Online at:**

[WNJ.com/2016\\_HR\\_Seminar](http://WNJ.com/2016_HR_Seminar)

**Next, Choose Your Payment Method:**

- Paypal/credit card via the online registration form
- Check - send checks payable to:

Warner Norcross & Judd LLP  
Attn: Sharon Sprague  
900 Fifth Third Center  
111 Lyon Street NW  
Grand Rapids, MI 49503

## Cancellation Policy:

A full refund will be issued if cancellation is received by Thursday, June 1, 2016.

Complimentary WiFi will be available at the seminar.



**A BETTER PARTNERSHIP<sup>®</sup>**

*By providing discerning and proactive legal counsel, we build a better partnership with clients.*