

# OUR PRACTICE

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## Policies and Training

### Defending Against Discrimination

Long before discrimination suits are filed, employers take critical steps that will be closely scrutinized during the defense of those suits. Creating, implementing, and enforcing policies in compliance with the many federal and state employment laws is one of the most important steps employers can take to avoid litigation and vigorously defend employment lawsuits when filed. The United States Supreme Court has clearly stated that employers simply cannot successfully defend discrimination claims without proof that they have developed and implemented appropriate policies and conducted relevant supervisor training. This makes supervisory and management training on laws and policies an absolute must.

Our labor and employment attorneys have extensive experience developing employer-specific policy manuals and presenting practical and interesting training on a variety of employment law topics. No matter our clients' location or size, we partner with them to create employer-specific training programs on any area of employment law they need. In-depth training programs on topics like sexual harassment training, drug-free workplace, the Family and Medical Leave Act, workplace harassment and discrimination prevention, union avoidance, and employee evaluations and discipline are already developed, and can be presented to clients at any time.

### Staying Up To Date on Changes in the Law

Many times employers aren't aware of new regulations that have an effect on their policies. We conduct a monthly webinar series, issue monthly newsletters, and conduct regular breakfast and lunch briefings in several of our offices to keep companies up to date on the latest issues affecting employers. Sign up to receive our updates [here](#).

We also offer advice on the go – view our Quick and Easy Guides to Labor & Employment Law [here](#).

### Training Programs

*For Mid-level Managers and Front Line Supervisors*

- Basics of Employment Discrimination and a Guide to Common Causes of Discrimination/Harassment Complaints
- Creating and Maintaining a Harassment-Free Work Environment
- When and How Managers Should Respond to Employee Complaints
- Compliance Guides on The Family and Medical Leave Act (FMLA) and The Americans With Disabilities Act (ADA)
- Religious and Disability Accommodations: When, Where and How
- Management's Guide to Legal and Ethical Decision-Making
- Dos and Don'ts for Protecting Privacy Rights in the Workplace
- Reduce Legal Risks: Basics of Progressive Discipline, Documentation and Termination
- Making the Employee Handbook Your Management Playbook
- Recruiting, Interviewing, Selecting and Hiring Employees and Conducting Evaluations
- Conducting Internal Investigations

- Negligent Supervision: Easy Guide to Reducing Legal Risks
- Wage and Hour Law for the Front Line Supervisor
- Mission Possible: Union Avoidance
- Unlawful Retaliation: Prevention is Worth a Pound of Cure
- Leadership workshops on Diverse Workforces, Reducing Legal Risks and Motivation

#### *For Human Resources Professionals*

- Internal Investigations A to Z
- The Americans With Disabilities Act: Straight Answers to Tough Questions
- Coordinating the FMLA, ADA and Workers' Compensation
- Maintaining a Union-Free Work Environment
- How to Conduct an Employment Practices Audit
- Lawfully Managing Attendance
- Personnel Document Retention: Best Practices for Reducing Legal Exposure
- Affirmative Action Compliance
- Surviving an OFCCP Audit
- A Step-By-Step Guide for Responding to an EEOC Charge
- Negligent Hiring: Crafting Policies and Procedures to Reduce the Risk
- Conducting a Wage & Hour Audit

#### *Employment Law Training for Executive Management*

- Employment Law 101 for Executive Management
- Tone at the Top: Executive Management
- Commitment to a Harassment-Free Workplace

#### *Employment Verification*

- Policies
- I-9
- E-Verify
- No-Match



## Representative Matters

*Results may vary depending on your particular facts and legal circumstances.*

- Obtained favorable resolution for multiple childcare facility clients on negligent supervision and training claims.
- Conducted multiple employment law trainings for various clients including higher education and state governmental agency clients on respectful workplaces, documentation, harassment, discrimination, leaves and accommodations, unemployment, and other employment related issues.
- Assisted multi-state companies develop and implement various employment policies for their locations in various states.
- Conducted more than 100 trainings and presentations on DEI issues for over 1,000 attorneys, law students, human resource professionals, corporate leaders, managers and supervisors, and other client staff and employees on defining DEI, implicit (unconscious) bias, generational diversity, inclusive communication strategies, increasing employee engagement, and other diversity and inclusion issues, best practices, and concerns.
- Designed and implemented in-house training for numerous service, manufacturing, warehouse and other clients with respect to the proper methods and means to proactively prevent union

organizational attempts, assess union vulnerability, and extensive training of supervisors in working with today's diverse workforce.