

Archer & Greiner, P.C.
Plaza One
1 State Route 12, Suite 201
Flemington, NJ 08822-1722



ARCHER & GREINER, P.C.
ATTORNEYS AT LAW

LABOR AND EMPLOYMENT LAW UPDATE:

Disciplining and Discharging Employees - *The Right Way*

*An Informative and
Informal Business Breakfast*

Friday, June 25, 2010
The Hampton Inn
14B Royal Road
Flemington, NJ 08822

Registration Form:

Complete registration form and fax or email to the Archer & Greiner Marketing Department no later than Friday, June 18, 2010.

Phone: 856.857.2783
Fax: 856.795.0574
Email: rsvp@archerlaw.com

First Name: _____

Last Name: _____

Company: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

**Registration is complimentary.
Form may be duplicated.**



Disciplining and Discharging Employees - The Right Way

Date & Location:

Friday, June 25, 2010

The Hampton Inn
14B Royal Road
Flemington, NJ 08822
(908) 284-9427

Agenda:

8:00 - 8:45 a.m.	Registration, Continental Breakfast & Networking
8:45 -- 9:45 a.m.	Presentation
9:45 -- 10:00 a.m.	Break
10:00 -- 11:00 a.m.	Presentation
11:00 -- 11:30 a.m.	Q&A

Who Should Attend?

- Business Owners
- In-House Counsel
- Human Resources Officers
- Supervisors
- Chief Administrative Officers
- Anyone involved in the discipline process.

Why Attend?

As employees become more sophisticated about their workplace rights, companies find it increasingly difficult to manage their workforce without risking a possible lawsuit. This seminar explores the legal basis for workplace claims and describes how companies can take legitimate, proactive steps to enforce policies and promote appropriate employee conduct--all while avoiding mistakes that lead to lost productivity and costly legal claims.

Topics:

Hiring: Reducing the risk of a wrongful discharge lawsuit starts with finding the right employee

- Drafting proper job descriptions
- Screening methods
- Offers of employment
- Necessary hiring documentation
- Privacy laws affecting background checks

Discipline and Discharge: You *can* control your workforce and reduce the risk of lawsuits if you handle discipline the right way

- Methods of employee discipline
- Specific grounds for discipline and discharge
- Documenting discipline the right way
- Reduction In Force (RIF) guidelines
- Termination meeting
- The use and misuse of severance agreements

Speaker:

John P. Quirke is a partner in Archer & Greiner's Labor and Employment Department and manager of the firm's Flemington office. He concentrates his practice in the counseling and representation of companies, executives and management throughout the country in labor & employment law. He has lectured on employment law for, among others, the American Bar Association, the New Jersey and Pennsylvania Bar Associations, the ADP Institute for Educational Excellence, and the Society for Human Resource Management.

About Archer & Greiner:

Archer & Greiner is a full-service law firm dedicated to creating value for our clients by providing high-quality, expert legal work and excellent service.

Archer & Greiner delivers value by building strong relationships with our clients - relationships that help us understand the environment in which our clients operate, the goals they seek to accomplish, the results they want to achieve, and the challenges we must meet together. This approach to the practice of law has enabled us to grow to a firm of more than 175 lawyers, with offices in New Jersey, Pennsylvania, Delaware and New York.



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