



Registration Form:

Fee for the seminar is \$20 per attendee. Seats are limited. Registration deadline is January 18, 2008

Make checks payable to: Archer & Greiner, P.C.

Mail: Archer & Greiner, P.C.
Marketing Department
One Centennial Square
Haddonfield, NJ 08033

Phone: 856-616-2692

First Name: _____

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Archer & Greiner, P.C.
One Centennial Square
Haddonfield, NJ 08033



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LABOR & EMPLOYMENT SEMINAR

Writing the Employee Handbook

*An Informative and
Informal Business Breakfast*

Speaker: John P. Quirke, Esq.

Friday, January 25, 2008
Hampton Inn
Flemington, New Jersey





Labor & Employment Seminar *Writing the Employee Handbook*

Date: Friday, January 25, 2008
Place: Hampton Inn Flemington
14 Royal Road
Flemington, New Jersey 08822
Cost: \$20

Continental Breakfast to be provided.

Who Should Attend?

Business Owners, In-House Counsel, Human Resources Officers, Supervisors, Chief Administrative Officers, or anyone else involved with employer-employee relations and legal compliance.

Agenda:

8:30 - 8:45 a.m. Registration & Breakfast
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

Speaker:

John P. Quirke is a Partner in Archer & Greiner's Labor and Employment Department. 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 Pennsylvania Bar Association, the New Jersey Bar Institute on Continuing Legal Education, the ADP Institute for Educational Excellence, and the Society for Human Resource Management. Mr. Quirke resides in East Amwell, New Jersey, and is the Managing Partner of Archer & Greiner's Flemington office.

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 while controlling their legal expenses.

We deliver 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 150 lawyers in New Jersey, Pennsylvania and Delaware. For more information about our firm, visit www.archerlaw.com.

Agenda:

This seminar provides hands-on, practical knowledge of why every company should have an employee handbook and what policies the handbook should - and should not - contain.

By examining alternative policy statements and reviewing recent court decisions involving employee handbook claims, this seminar will assist you in insuring that your employee handbook not only complies with the law, but also helps the company achieve its goals with its employees.

Topics to be covered include:

- Employee handbooks and employment-at-will in New Jersey.
- The benefits of a properly drafted employee handbook.
- How a well-drafted computer policy can help protect confidential information.
- The policy you must have in order to defend against claims of harassment and discrimination.



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