

The complexities of managing a workplace grow on a daily basis in today's dynamic and diverse business world. Employers have to interpret and apply an ever-growing and ever-changing body of laws and regulations that govern the way they handle their workforce, from recruitment to retirement. To make matters even more complicated, different requirements may prevail in multiple states or countries where an employer operates.

In today's global economy, the creation, adaptation and application of employment policies and practices must be conducted with great care. The impact of making mistakes in employment practices can be very serious, not only creating legal liabilities, but also damaging your productivity, profitability and employee morale. Baker Donelson can assist you by auditing and evaluating your policies and practices to ensure compliance with applicable laws and regulations, identify policies and practices that are likely to contribute to your operation, target areas of concern, and help you design and implement improvements to take you to the next level of success in human resource management.

Following are some examples of the areas in which Baker Donelson attorneys can provide an audit and evaluation of your workplace policies and practices:

- Wage & Hour
- Selection practices and procedures
- Employee discipline and performance evaluation
- Harassment policies and procedures
- Employee manuals or handbooks
- Title VII
- Americans With Disabilities Act
- Family and Medical Leave Act
- Office of Federal Contract Compliance Programs regulations
- Immigration
- Compliance with record-keeping requirements in all of the above areas

After completion of a thorough review, Baker Donelson is available to assist you with designing and implementing improvements, and to monitor compliance as needed.

To discuss arranging an audit in any of these or other areas of concern, contact any of the following Baker Donelson attorneys:

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|---------------------|-------------------|------------------------------|--------------|
| <i>Alabama:</i> | Lisa Borden | lborden@bakerdonelson.com | 205.244.3803 |
| <i>Georgia:</i> | Jennifer Harris | jharris@bakerdonelson.com | 678.406.8720 |
| <i>Louisiana:</i> | Mimi Koch | akoch@bakerdonelson.com | 504.566.5222 |
| <i>Mississippi:</i> | Randall Patterson | rpatterson@bakerdonelson.com | 601.351.2454 |
| <i>Tennessee:</i> | Steve Trent | strent@bakerdonelson.com | or |
| | Jennifer Keller | jkeller@bakerdonelson.com | 423.928.0181 |

Having the right policies and procedures in place is a big step toward successful management in the employment law area, but it is only the first. The right training for your managers (and in some cases for your employees, too) is key to making those policies and procedures work effectively for you. Let Baker Donelson's experienced attorney-trainers show your managers how to implement and apply your company's policies and procedures to their best advantage.

Management Training Highlights:

- Wage & Hour:
 - Correctly classifying exempt and non-exempt employees
 - Understanding and avoiding impermissible deductions from salary
 - Properly calculating hours worked for overtime pay
- Selection Practices and Procedures:
 - Laws and regulations governing the selection process
 - Lawful interview techniques and avoiding impermissible inquiries during interviews
 - Identifying adverse impact and how to avoid it
 - Documenting the selection process
- Employee Discipline and Performance Evaluation
 - Effectively disciplining employees while avoiding charges of discrimination
 - Documenting the disciplinary process
 - Making the performance evaluation process an effective, year-round tool for improving productivity and morale
- Americans with Disabilities Act
 - What the Act covers
 - Understanding essential vs. marginal functions of the job
 - Complying with the ADA in the hiring process
 - Handling requests for reasonable accommodation
- Family and Medical Leave Act
 - Which situations qualify
 - Properly calculating FMLA leave time
 - How FMLA leave affects other leave time and benefits

Training for Managers and Staff:

- Harassment Prevention and Reporting
 - Defining types of harassment
 - Laws and company policies prohibiting harassment
 - Reacting to and reporting harassment

- Diversity
 - Working successfully with people from different backgrounds and cultures
 - Understanding and helping to implement the company's diversity policies

To arrange for training in any of these or other areas of concern, contact any of the following Baker Donelson attorneys:

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