



## Scheduled Workshops

### **1. EFFECTIVE PARTICIPATION IN THE UNEMPLOYMENT COMPENSATION PROCESS AND UNDERSTANDING THE LAW OF QUILTS AND DISCHARGES**

A comprehensive overview regarding the basics of unemployment benefits and the process followed for determining eligibility. Discussion includes the circumstances under which an individual is found to be approved for benefits following a voluntary or involuntary separation. The importance of an employer's participation in the determination process – and possible ramifications when an employer does not participate in a hearing – also will be discussed.

Presenters:

- **Maria Hagen**, Operations Coordinator, Office of Program Policy, Connecticut Department of Labor
- **David Riccuiti**, Programs and Services Coordinator, Office of Program Policy, Connecticut Department of Labor

### **2. FAMILY MEDICAL LEAVE ACT AND PAID SICK LEAVE BEST PRACTICES**

This workshop takes in-depth look at the current Family Medical Leave Act (FMLA) and Paid Sick Leave (PSL) regulations and their impact on Connecticut employers and employees. Attendees will also learn best practices for complying with these regulations and procedures for responding to FMLA or PSL complaints.

Presenters:

- **Jennifer C. Devine**, Staff Attorney 3, Office of Program Policy, Connecticut Department of Labor
- **Heidi Lane**, Principal Attorney, Office of Program Policy, Connecticut Department of Labor

### **3. EMPLOYMENT LAW BASICS FOR NEW BUSINESS OWNERS AND HUMAN RESOURCE PROFESSIONALS**

As businesses and human resource professionals face an increasingly tangled web of employment laws, basic employment law training is critical for the 21st century. Often, it's difficult to know where to start, but this seminar will introduce best practices and strategies for navigating these laws and reducing risk. Topics include: basics of employment law; best practices for employee hiring (job applications and interviews); maintenance of personnel files; meal periods, discipline and termination; employment policies; discrimination and harassment; retaliation; and other practices to help your business proactively address employment matters.

Presenters:

- **Jennifer C. Devine**, Staff Attorney 3, Office of Program Policy, Connecticut Department of Labor
- **Heidi Lane**, Principal Attorney, Office of Program Policy, Connecticut Department of Labor

#### 4. **WAGE AND HOUR LAW – TOP TEN ISSUES**

Don't get caught on the wrong side of the growing number of employee disputes about how they're paid – or not paid. This fact-filled workshop provides the information you need to steer clear of violations, stay ahead of new regulations, and avoid a trip to court. The most common wage and hour violations and how you can avoid them will be discussed, including: what the laws say and how they apply to your workplace; employee misclassifications; preparing for a Department of Labor inquiry; and the ins and outs of overtime, compensation time, benefits, travel and mealtime payments.

Presenters:

- **Glenn Duhl**, Principal Attorney, Zangari Cohn Cuthbertson Duhl & Grello P.C.
- **Stephen Lattanzio**, Principal Attorney, Office of Program Policy, Connecticut Department of Labor
- **Resa Spaziani**, Director, Wage and Workplace Standards Division, Connecticut Department of Labor

#### 5. **ADULT EDUCATION AT WORK**

Adult Education and the workplace have been making connections for years! Hear from adult education directors who will share their successful experiences in making those workplace connections that can be used in your own work setting. Adult Education works!

Presenter:

- **Susan Pierson**, State Adult Education Director, Connecticut State Department of Education

#### 6. **DISABILITY INCLUSION IN THE WORKPLACE**

According to the U.S. Census Bureau, more than 56 million people identify as a "person with a disability." However, this conservative estimate often does not include baby boomers and veterans with disabilities who simply do not identify themselves as "persons with a disability" although they qualify. Wherever your business may be in regard to inclusion, this rather large, untapped talent and consumer base demographic should be competitively targeted by businesses. This workshop assists in evaluating current culture in the workplace, provides information on available resources, universal design and common accommodations, and highlights examples of successful strategies.

Presenters:

- **Arlene Lugo**, Program Director, Connecticut Tech Act Project, Bureau of Rehabilitation Services
- **Jonathon Richmond**, Counselor Coordinator, Bureau of Education and Services for the Blind