



## United States Department of Labor Employee Benefits Security Administration Employers Forum Workshop

The U.S. Department of Labor (DOL) in partnership with the University of Texas, San Antonio (UTSA) and San Antonio Human Resource Management Association, Inc., would like to invite you to attend a free employers' compliance assistance forum. The event will include an introduction and overview from several DOL agencies, followed by two 90-minute workshops to assist employers and answer questions regarding workplace laws administered by DOL. Employers interested in attending should complete the registration form on this page. Participants can attend one workshop per time period. Employers may have more than one representative attend; however, each person must complete a registration form indicating workshop preferences.

### Among the topics that will be discussed are:

9:30 am or  11:15 am – **EBSA** will review the basic COBRA requirements, administration of COBRA including the final COBRA notice and disclosure regulations, special situations and common COBRA mistakes. In addition, EBSA benefits advisors will be on site to address specific questions and/or situations.

The **Wage and Hour Division** will provide compliance assistance on the Family and Medical Leave Act (FMLA) and the Fair Labor Standards Act (FLSA), the laws with the most general application to employers.

- 9:30 am only – The FLSA was amended effective 08/23/04 to clarify which employees may qualify as exempt from overtime as an executive, administrative, professional or outside salesman.
- 9:30 am or  11:15 am – The FLSA establishes minimum wage, overtime pay, record keeping, and child labor standards. The statute affects most workers in the public and private sector.
- 11:15 am only – The FMLA provides certain employees with up to 12 workweeks of unpaid, job protected leave each year, for qualifying family or medical reasons.

9:30 am or  11:15 am – **OSHA** will provide a step-by-step process for developing and implementing an effective safety and health program; a description of OSHA compliance assistance resources; a brief overview of the Site Specific Targeting program; and, a rare opportunity to exchange ideas with other employers and safety and health professionals.

9:30 am or  11:15 am – **Office of Federal Contract Compliance Programs** will discuss fundamental "Best Practices" that help contractors learn how to avoid major technical and discrimination violations. The presentation will be enhanced with examples and scenarios from OFCCP cases and directions for investigating essential aspects of the equal opportunity program.

9:30 am or  11:15 am – **Veterans' Employment Training Service** will discuss understanding your rights and responsibilities as an employer under the Uniformed Services Employment and Reemployment Rights Act (USERRA) that guarantees veteran reemployment, employment rights for reservists, guardsmen and returning active duty personnel.

**When:** September 7, 2007

**Where:** University of Texas San Antonio Downtown Campus  
501 West Durango Boulevard  
San Antonio, Texas 78207

**Time:** Workshops will run concurrently at 9:30 am and 11:15 am  
8:00 am: Registration  
8:30 am – 9:15 am: Overview of DOL Agencies  
11:00 am – 11:15 am: Break

**Registration:** Fax attached form to 210.472.5842 (registration deadline is August 29, 2007)  
Or email to [olivarez.linda@dol.gov](mailto:olivarez.linda@dol.gov)  
Or telephone Linda Olivarez at 210.472.5835

### Workshops Registration Form

<b>Registrants Name:</b>	<b>Position:</b>
<b>Company And/Or Association:</b>	<b>Address:</b>
<b>Telephone/Fax Number:</b>	<b>Email Address:</b>