

The U.S. Department of Labor (DOL) in partnership with Rice University, Houston Texas 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 workshop sessions to assist employers and answer questions regarding workplace laws administered by DOL.

The Forum will be held Wednesday, May 28, 2008 from 8:30 am -12:45 pm at:

Rice University	7:45 am	Registration
Jones Graduate School of Management Bldg	8:30 to 9:15 am	Overview of DOL Agencies
Shell Oil Auditorium	9:30 to 11:00 am	1 st Workshop Session
6100 Main Street	11:00 to 11:15 am	Break
Houston, TX 77005	11:15 to 12:45 pm	2 nd Workshop Session

Workshops will run concurrently at 9:30 am and 11:15 am. Employers interested in attending should complete the attached registration form. 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. Admittance is free and spaces are allocated on a first-come, first served basis. We look forward to receiving your response and to serving you.

U.S. DOL Employers' Forum Workshop Registration

To register, complete the information below and check your preference for the 9:30 am and 11:15 am workshops from those listed below. Fax the completed form to Lillie Jones at 713.718.3818, or email the information to Jones.Lillie@dol.gov. for questions or assistance with registering, you may contact Lillie by e-mail or by telephone at 713.718.3800. DOL will need each employer's response no later than May 23, 2008.

Forum Registration Form	
Name	Position
Name of Company	Address
City, State & Zip	Telephone/Fax number
E-mail Address	

Workshops Offered

Wage and Hour Division (WHD)

The Wage and Hour Division (WHD) will provide compliance assistance on the Fair Labor Standards Act (FLSA) and the H-1B program. You may choose from four workshops.

1. **9:30 am** - Employment Relationship under the FLSA: This workshop will provide information to assist employers in determining whether individuals are employees under the FLSA or independent contractors. Factors used for making this determination will be discussed.
2. **9:30 am** - Employment of Non-immigrant workers (H-1B visa program): This workshop will provide an overview on complying with the H-1B provisions of the Immigration and Nationality Act. Topics for discussion include the Labor Condition Application (LCA), wages, record keeping, and notification requirements.
3. **11:15 am** - Hours Worked under the FLSA: This workshop will provide information to determine when time is considered hours worked, or compensable work time. Examples will be provided and problem areas will be identified.
4. **11:15 am** - Youth Employment under the FLSA: This workshop will provide information regarding the employment of minor employees. Areas for discussion include restrictions on employing workers 18 years of age and younger, hours and types of work performed.

Office of Federal Contract Compliance Programs (OFCCP)

9:30 am or **11:15 am** - The OFCCP will provide compliance assistance on Understanding the Systemic Approach to Compensation Evaluations. The workshop will provide an overview of Interpreting Nondiscrimination Requirements of Executive Order 11246 with Respect to Systemic Compensation Discrimination and the Voluntary Guidelines for Self-Evaluation of Compensation Practices for Federal Contractors.

Employee Benefits Security Administration (EBSA)

9:30 am or **11:15 am** - Getting It Right- ERISA Regulation of Health Plans- EBSA will provide tips on health plan administration including information to understand the application of ERISA's fiduciary responsibilities related to health plans, HIPAA's Portability and Accountability provisions and COBRA. Benefits Advisors will also be available to answer questions.

Occupational Safety and Health Administration (OSHA)

9:30 a.m. or **11:15 am** - This session 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. Additionally, OSHA will introduce and discuss a new tool that should benefit every small employer.

Veterans' Employment Training Service (VETS)

9:30 am or **11:15 am** - This session will provide an understanding of 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; an overview of the Jobs for Veterans Act; and DOL grants to the states for veterans' employment and training.