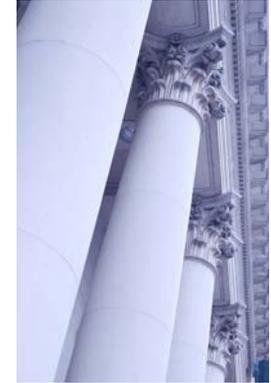


**A FREE EVENT**

**2008 DOL Employer Forum - El Paso, TX**



**How to Do It  
Right the First  
Time**  
*Compliance... the  
Easy Way*



Sponsored by the U.S. Department of Labor, the Greater El Paso Chamber of Commerce, the El Paso Society for Human Resource Management, and El Paso Community College

## **DOL Employer Forum**

The U.S. Department of Labor (DOL), in partnership with the Greater El Paso Chamber of Commerce, the El Paso Society for Human Resource Management and El Paso Community College, would like to invite you to attend this free informational forum. The event will include an introduction and overview from several DOL agencies, followed by 90-minute workshop sessions to assist employers and answer questions regarding workplace laws administered by DOL.

Employers interested in attending should complete and return the enclosed registration form and return it by June 27, 2008. Select from several workshops which will run concurrently at 9:30 a.m. and 11:15 a.m. (see inside). 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. Attendance is free. Space will be limited to the first 200 registrants.

For more information, you may contact Linda Olivarez by email at: Olivarez.Linda@dol.gov or by phone at: (210) 472-5835.

**Free employers' compliance assistance forum. . .**

**Friday, July 18, 2008**

**8:30 a.m. - 12:45 p.m.**

**El Paso Community College,  
Administrative Service  
Center  
9050 Viscount, Bldg. B  
El Paso, Texas 79925**

### **Schedule**

|                            |  |
|----------------------------|--|
| <b>7:30 to 8:30 a.m.</b>   | <b>Registration</b>                        |
| <b>8:30 to 9:15 a.m.</b>   | <b>Overview of<br/>DOL Agencies</b>        |
| <b>9:30 to 11:00 a.m.</b>  | <b>1<sup>st</sup> Workshop<br/>Session</b> |
| <b>11:00 to 11:15 a.m.</b> | <b>Break</b>                               |
| <b>11:15 to 12:45 p.m.</b> | <b>2<sup>nd</sup> Workshop<br/>Session</b> |

**See inside  
for available workshops. . .**

**Seating is limited --**

**REGISTER TODAY!**

### **Wage and Hour Division (WHD)**

The Wage and Hour Division will provide compliance assistance on the Fair Labor Standards Act (FLSA) and the Service Contract Act and the Davis Bacon and Related Acts, the laws with the most general application to employers. There are THREE workshops to choose from; each workshop will provide for a “question and answer” session.

#### 1) **Fair Labor Standards Act**

**9:30 am**

An overview of the FLSA, to include information regarding minimum wage, overtime pay, recordkeeping, and child labor standards. The FLSA affects most workers in the public and private sector.

#### 2) **YouthRules!**

**9:30 am**

An overview of the Fair Labor Standard Act (FLSA) child labor provisions, to include information regarding the minimum age for employment, hours and time standards, recordkeeping, and occupations deemed to be hazardous for youth by the Secretary of Labor. The FLSA affects most workers in the public and private sector.

#### 3) **Service Contract Act and the Davis Bacon and Related Acts**

**11:15 am**

The Service Contract Act requires payment of prevailing wage rates and fringe benefits on contracts to provide services to the federal government, while the Davis-Bacon and Related Acts requires payment of prevailing wage rates and fringe benefits on federally-financed or assisted construction.

### **Veterans’ Employment Training Service (VETS)**

**9:30 am and 11:15 am**

Understanding 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.

### **Office of Federal Contract Compliance Programs (OFCCP)**

**9:30 am and 11:15 am**

What is a Test?: An overview of the Uniform Guidelines on Employee Selection Procedures, including the benefits and dangers of an employer’s use of testing in its selection process.

### **Occupational Safety and Health Administration (OSHA)**

**9:30 am and 11:15 am**

All About OSHA: An overview of the major functions of OSHA as they affect small businesses, to include information regarding how OSHA conducts inspections, how OSHA targets businesses for inspections, and how to prepare for an OSHA inspection. Citations and penalties, commonly violated standards, and alliances and partnership will also be covered.

### **Employee Benefits Security Administration (EBSA)**

**9:30 am and 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.

# REGISTRATION FORM

## U.S. Department of Labor - El Paso Employer Forum

### How to Do It Right the First Time Compliance... The Easy Way

Check your preference for the 9:30 a.m. workshops and/or your preference for the 11:15 a.m. workshops below. You may fax the completed form to Linda Olivarez @ (210) 472-5842 or email to Olivarez.Linda@dol.gov. For questions you may email or contact Linda Olivarez by telephone @ (210) 472-5835.

EMAIL OR FAX THIS PORTION ONLY:

Name \_\_\_\_\_ Position \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please check only one workshop under each time slot in which you would like to attend.**

#### 9:30 a.m. Workshop Choice (Check one)

- Wage & Hour – Fair Labor Standards Act
- Wage & Hour – YouthRules!
- VETS
- OFCCP
- OSHA
- EBSA

#### 11:15 a.m. Workshop choice (Check one)

- Wage & Hour -- Service Contract Act and the Davis Bacon and Related Acts
- VETS
- OFCCP
- OSHA
- EBSA

**DOL will need each employer's response no later than June 27, 2008.**