

Free Compliance Assistance  
Forum for employers, contractors,  
community based organizations,  
and advocacy groups. . .

**Tuesday, August 27, 2013**

8:50 a.m. - 12:50 p.m.

**Bunker Hill Community College**  
250 New Rutherford Avenue  
Boston, MA 02129  
Parking in Student Lots 1 & 2

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Schedule

8:15 a.m. Auditorium	Registration-A300
8:50 a.m. Auditorium	Overview of DOL Agencies-A300
9:30 to 10:30 a.m.	1 <sup>st</sup> Workshop Session-Bldg. B
10:30 to 10:40 a.m.	Break
10:40 to 11:40 a.m.	2 <sup>nd</sup> Workshop Session-Bldg. B
11:40 to 11:50 a.m.	Break
11:50 to 12:50 p.m.	3 <sup>rd</sup> Workshop Session-Bldg. B

Seating is limited --  
**REGISTER TODAY!**

**U.S. Department of Labor  
Informational & Outreach Forum**

The U.S. Department of Labor (DOL) would like to invite you to attend this free informational and outreach forum. The event will include an introduction and overview from several DOL agencies regarding their missions, responsibilities, and functions in the Bunker Hill Community College Auditorium. These presentations will be followed by 60-minute workshops in Building B - designed to assist employers, contractors, community-based organizations, advocacy groups, and others in gaining knowledge about workplace laws and regulations administered by DOL. The sessions will provide answers to many frequently asked questions. The Forum is a must attend event for all groups.

Anyone interested in attending should complete and return the enclosed registration form by August 23, 2013. You may select from several workshops that will run concurrently at 9:30 a.m., 10:40 a.m., and 11:50 a.m. (see inside) in Building B. Participants can attend one workshop per time period.

If you have more than one representative attend, each person must complete a registration form indicating workshop preferences. Attendance is free. Space will be limited on a first come first serve basis. Parking is available in Student Lots 1 & 2.

For more information, you may contact us by email at [ebbsa.boston@dol.gov](mailto:ebbsa.boston@dol.gov). Please put "ATTN: Employer Forum" in the subject line.

**A FREE EVENT**



2013 DOL Informational and Outreach Forum - Boston

**Bunker Hill  
Community College**  
250 New Rutherford Ave.  
Boston, MA 02129  
Parking in Student  
Lots 1 & 2



Sponsored by the  
U.S. Department of  
Labor

## Available Workshops

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

**9:30 a.m. only**

**Fiduciary Education:** Strong fiduciary oversight and protecting workers' benefits is one of the highest priorities of the U.S. Department of Labor. However, we recognize that understanding and complying with ERISA can be challenging for any employer, but especially so for small and medium sized employers with limited time, resources and/or access to professional assistance. This workshop will help you understand your fiduciary responsibilities.

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

**9:30 and 11:50 a.m.**

**Health Law Compliance:** This workshop will help you comply with federal laws regarding your health plan and answer your questions about new laws and issues. We recognize that understanding and complying with DOL regulations can be challenging especially for small and medium sized employers with limited time, resources, and/or access to professional assistance. The workshop will provide practical information, helpful tips, and clarification regarding federal health benefits laws.

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

**10:40 a.m. only**

**Choosing a Retirement Solution for your Small Business?** Starting a small business retirement savings plan can be easier than most business people think. No matter what size business you own, a retirement plan can help you gain tax advantages and attract and retain great people. By choosing the right plan for your business, you will find that meeting both the costs and the requirements may well be within your reach. Join EBSA's break-out session and learn the advantages and disadvantages of the different types of retirement plans that a business may offer.

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

**10:40 a.m. only**

**Voluntary Fiduciary Correction Program (VFCP):** Learn how to correct fiduciary violations under the Employee Retirement Income Security Act (ERISA). This workshop will teach you how to apply and get approved under the program. You'll receive instructions on how to make corrections and use this program. Learn if you are eligible for relief of IRS Excise Taxes, and how you might pay your plan the amount you would otherwise owe in Excise Tax.

### **Employment and Training Administration (ETA) and Women's Bureau (WB)**

**10:40 a.m. only**

**Maximizing Mature Workers as a Unique Workforce Resource:** Mature workers are often an overlooked source of workforce talent in today's fast paced and technology oriented workplace. Find out why this segment of the workforce will increasingly be an important asset to your organization now and in the future and learn ways to maximize their potential.

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

**9:30 a.m. only**

**OSHA Inspections:** This workshop will detail OSHA's inspections process and describe how and why a company may be inspected. Presenters will also discuss the process that takes place before, during and after the inspection.

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

**10:40 a.m. only**

**OSHA's Recordkeeping Rules:** Employers with more than ten employees in agriculture, manufacturing, construction, wholesale trade, transportation, and utilities are required to keep the summary of occupations injuries and illness known as the OSHA 300. Recordkeeping violations have resulted in the issuance of large penalties both nationally and locally. The presentation will cover the basics of OSHA recordkeeping requirements and how to properly record cases on the OSHA 300. A brief description of OSHA's new Globally Harmonized System (GHS) will also be provided.

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

**9:30 and 11:50 a.m.**

**Safety & Health Program:** This session will provide a step-by-step process for developing and implementing an effective safety and health program.

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

**10:40 a.m. and 11:50 a.m.**

**Fall Prevention Campaign:** This workshop will provide an overview of OSHA's Fall prevention campaign and fall protection requirements.

### **Office of Federal Contract Compliance Programs (OFCCP) and the Women's Bureau (WB).**

**9:30 a.m. only**

**Equal Pay Act:** This year marks the 50th anniversary of the Equal Pay Act of 1963. However, women are still earning on average 77 cents for every dollar men earn. The WB and the OFCCP will discuss ways in which employers can best promote and ensure equal pay and federal laws regarding equal pay including Executive Order 11246 covering federal contractors and subcontractors. Materials will be provided.

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

**9:30 and 11:50 a.m.**

**WHD will provide a compliance workshop on the Fair Labor Standards Act (FLSA).** This workshop will cover an employer's requirements under the FLSA, with an emphasis on the employment relationship and hours worked. The FLSA establishes minimum wage, overtime pay, recordkeeping, and child labor standards. The statute affects most workers in the public and private sector. This workshop will provide a "question and answer" session.

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

**10:40 a.m. only**

**WHD will provide a compliance workshop on the Family and Medical Leave Act (FMLA).** This workshop will provide for a "question and answer" session.

# REGISTRATION FORM

## U.S. Department of Labor -Informational & Outreach Forum

Bunker Hill Community College  
250 New Rutherford Avenue  
Boston, MA 02129  
Parking in Student Lots 1 & 2

Check your preferences for the 9:30 a.m. workshops, the 10:40 a.m. workshops, and/or your preference for the 11:50 a.m. workshops below. You may fax the completed form to **617-565-9666**, Attention: Patricia Richardson, or email to [ebbsa.boston@dol.gov](mailto:ebbsa.boston@dol.gov) (Please enter "Employer Forum" in the subject line). For questions, please send an email to [ebbsa.boston@dol.gov](mailto:ebbsa.boston@dol.gov) or contact Patricia Richardson at 617-565-4190. Space limited and available only on first come, first serve basis. Please see the map and parking on reverse side.

EMAIL OR FAX THIS PORTION ONLY by [August 23, 2013](#).

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)

- EBSA – Fiduciary Education
- EBSA – Health Laws
- OFCCP & WB – Equal Pay and Federal Contracts
- OSHA – Inspections
- OSHA – Safety & Health Programs
- Wage & Hour – FLSA

### 10:40 a.m. Workshop Choice (Check one)

- EBSA – Choosing a Retirement Plan
- EBSA – VFCP
- ETA & WB - Mature Workers, a Unique Workforce Resource
- OSHA - Recordkeeping
- OSHA – Fall Prevention Campaign
- Wage & Hour – FMLA

### 11:50 a.m. Workshop Choice (Check one)

- EBSA – Health Laws
- OSHA – Safety & Health Programs
- OSHA – Fall Prevention Campaign
- Wage & Hour - FLSA

# Charlestown Campus Map

## Exterior Grounds

