



UNITED STATES DEPARTMENT OF LABOR

INFORMATIONAL AND OUTREACH FORUM - HOW TO DO IT RIGHT THE FIRST TIME

COMPLIANCE... WE CAN HELP!

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. These presentations will be followed by 60-minute workshops designed to assist employers, contractors, community-based organizations, 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.

Pre-registration is required by June 18, 2014 and seats are allocated based on a first-come basis. We ask that you make every effort to attend the workshop once you register or send an alternate. Late registrations will be accepted based upon availability. Please act quickly to reserve your spot! Select your workshop preferences below.

9:30 AM Workshops (select only one in this time slot)

- Fair Labor Standards Act** presented by the Wage and Hour Division - WHD will provide a compliance workshop on the 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.
- Fiduciary Education** presented by the Employee Benefits Security Administration - 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.
- Health Laws Compliance** presented by the Employee Benefits Security Administration - This workshop will help you comply with the Affordable Care Act as it applies to employer-sponsored group health plans. We recognize that understanding and complying with DOL regulations can be challenging, especially for small and medium sized employers with limited time, resources, or access to professional assistance. This workshop will provide practical information, helpful tips and clarification regarding the Affordable Care Act.
- Services Provided to Employers in the State** presented by the Employment and Training Administration - This workshop will describe grant money for state run programs and what can be done assist employers, such as Job Fairs and Unemployment Insurance programs.
- Temporary Workers** presented by the Occupational Safety and Health Administration - OSHA's temporary worker initiative focuses on the safety and health protections due all temporary workers. OSHA will cover the joint responsibilities of temporary agencies and host employers for worker safety and health under the OSHA Act.
- Whistleblower Protections** presented by the Occupational Safety and Health Administration - This workshop will describe ways to improve the fairness, efficiency, effectiveness and transparency of OSHA's Whistleblower protections and activities.

10:40 AM Workshops (select only one in this time slot)

- Choosing a Retirement Solution for your Small Business** presented by the Employee Benefits Security Administration - 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.
- Family and Medical Leave Act** presented by the Wage and Hour Division - WHD will provide a compliance workshop on the FMLA. This workshop will provide for a "question and answer" session.
- Maximizing Mature Workers as a Unique Workforce Resource** presented by the Employment and Training Administration and the Women's Bureau - 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.
- OSHA Inspections** presented by the Occupational Safety and Health Administration - 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.
- Voluntary Fiduciary Correction Program (VFCP)** presented by the Employee Benefits Security Administration - Learn how to correct fiduciary violations under the Employee Retirement Income Security Act. This workshop will teach you how to apply and get approved. 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.

11:50 AM Workshops (select only one in this time slot)

- Equal Pay Act** presented by the Office of Federal Contract Compliance Programs and the Women's Bureau - 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.
- Fair Labor Standards Act** presented by the Wage and Hour Division - WHD will provide a compliance workshop on the 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.
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- Heat Illness** presented by the Occupational Safety and Health Administration - This workshop will educate employers about the dangers of employees working in hot weather and provide resources and guidance to address these hazards.
- Savings Fitness** presented by the Employee Benefits Security Administration - This workshop will assist you in preparing for your own retirement as well as in educating your employees about the importance of saving. We will show you how to set short and long term financial goals, calculate net worth, and estimate how much you need to save for retirement.

DOL representatives will be onsite to address your specific questions.

- One-on-one assistance requested.
- Individuals with disabilities who need special accommodations please check here.
- The attendees list will be available on request. Please check here if you do not want your name shared.

WHEN: June 20, 2014
WHERE: MassBay Community College
 50 Oakland Street
 Wellesley Hills, MA 02481

COST: The workshops and all published materials provided are free!

REGISTRATION: Fax this form to (617) 565-9666 or email to ebbsa.boston@dol.gov

FOR MORE INFORMATION: Telephone Patricia Richardson at (617) 565-4190

WORKSHOP REGISTRATION FORM

NAME:	TITLE:	COMPANY AND/OR ASSOCIATION:
ADDRESS:	TELEPHONE/FAX NUMBER:	EMAIL ADDRESS: