

Problem Employee Discipline, Documentation and Discharge featuring Jeff Johnson

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Friday, April 15, 2016

9 a.m. - 4:30 p.m.

Oregon State Bar Center

16037 SW Upper Boones Ferry Rd, Tigard

CLE credits: 6.5 general

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Do you know the eight quick and easy ways a problem employee can sue an employer? The consequences of poor or sloppy disciplinary practices can be disastrous. This invaluable seminar provides a wealth of information for anyone involved with the employee disciplinary and discharge process, including an overview of recent federal and state legislation and cases affecting Oregon employers. Gain practical pointers on improving employment practices to reduce the chance of being sued. Acquire tools for the disciplinary process, including coaching, warnings, performance improvement plans, and last chance agreements. Discover the pros and cons of different progressive disciplinary systems. Discuss techniques for managing the performance of difficult employees and tips for creating and completing written reviews. Learn how to use a tested and practical checklist when making a termination decision, and explore the process from the termination meeting to the time the former employee leaves the company premises.

Register by 4/11/16 and save \$20

50-Year and Active Pro Bono OSB members and Oregon judges and their lawyer staff – please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register for the live seminar.

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Questions or need help with registration?

Call the OSB CLE Service Center:
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LIVE EVENT



Early registration discount

Register by 4/11/16 and save \$20

\$160 ONLD member

\$220 OSB member

\$230 Non-OSB member

\$15 Print course materials

(Electronic materials are included with your registration.)

LIVE WEBCAST



\$220 Webcast registration

(Includes online access to recorded seminar for 60 days after the live event.)

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8:00 Registration

9:00 What's the Difference?

- Consequences of poor practices
- The most common lawsuits
- Practical pointers for prevention

The Stages of Discipline

- Coaching, warnings, plans of improvement, and last chance agreements
- Sample disciplinary documents
- Progressive disciplinary systems

10:30 Break

10:45 Performance Reviews

- Practical tips for creating and completing written performance reviews
- Mistakes that managers often make at review time

Making the Termination Decision

- When all else has failed
- Legal and practical checklist for making the termination decision
- Internal investigations – an important tool

12:15 Lunch (On your own. Brown bags are welcome at the OSB center.)

1:15 Recent Federal and State Legislation and Cases Affecting Oregon Employers

Shayda Zaerpoor Le, *Barran Liebman LLP*,
Portland

2:15 Handling the Termination and Documenting Performance and Behavior Problems

- The legal danger of the actual termination
- The process from meeting to exit
- Post-termination issues
- The “what,” “when,” and “how” of documentation
- Common mistakes and best practices

3:15 Break

3:30 Difficult Issues in the Disciplinary Process

- Disciplining employees who have complained of discrimination or who are injured or disabled
- Terminating employees on FMLA leave
- Disciplining employees for off-duty conduct
- Employer obligations to grant religious accommodations

Eight Quick and Easy Ways to Get Sued by Your Problem Employees

4:30 Adjourn

About Jeff Johnson

Mr. Johnson is president and founder of Midwest Employment Resources, which provides employment law training, investigation, and mediation services to businesses



throughout the country. He is an employment and labor attorney who practiced in-house at Cargill, Inc., and at firms in Chicago and Minneapolis. Recognized as an employment law and human resources trainer with an entertaining and innovative teaching style, Jeff has educated thousands of attorneys and business and HR professionals across the country in a wide variety of employment-related topics.

Here's what Oregon attorneys say about Jeff Johnson and his presentations:

“Excellent Program —far more practical and useful advice than you usually find at a CLE, but also included good substantive law information. Great program.”

“Excellent presentations and very good information.”

“Very good tools!”

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Products

DVD rentals will be available approximately two weeks after the live program. Please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413, to place your order.

PE16.KDRE

DVD rental with electronic materials.....\$220

General Information

Cancellations: Cancellation requests must be received at least 72 hours prior to the date of the seminar to qualify for a refund. Refunds are subject to a \$25 cancellation fee. To cancel, please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413.

Tuition Assistance: Email a request stating your financial situation to cle@osbar.org or call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413, no later than one week before the seminar.

Dietary Restrictions or Special Accommodations: Please call (503) 431-6352 or (800) 452-8260, ext. 352, at least 72 hours before the date of the seminar.



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23rd Annual Litigation Institute & Retreat (LI16)

April 8-9, 2016

29th Annual Northwest Bankruptcy Institute (NWB16)

April 29, 2016

Real Estate and Land Use Spring Forum 2016

May 6, 2016

Ethics Best Practice

May 20, 2016

Persuading the Trial Judge featuring David Markowitz

June 2-3, 2016

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June 10, 2016

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