



**CAVIGNAC &
ASSOCIATES**
INSURANCE BROKERS

Legal Overview and Best Practices in HR for 2013 – Do You Know What You Need to Know? Do Ya?

Keeping your legal compliance knowledge up to date and implementing “best practices” in the day-to-day management of your organization will not only reduce the risk of employment-related claims but will save you time (and who couldn’t use more of that!). Join us and we’ll review with you a few of the areas we believe will make a significant contribution to keeping your organization at a lower risk for HR related issues in 2013.

This program will cover:

- Employment-related laws which took effect in 2013
- Pregnancy disability leave requirements effective 2013
- Commission agreement requirements effective 2013
- What you need to have in place for a low risk 2013
 - o Managing the I-9 process and conducting a self-audit
 - o Update and keep your handbook current
 - o Proper classification of employees (exempt vs. non-exempt)
- o Proper classification of Independent Contractors
- o Updated job descriptions
- o Developing and training managers in “real time” performance management
- o Auditing your employee paystub



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| WHERE: | Cavignac & Associates 450 B Street, Suite 1800, San Diego, CA 92101 |
| WHEN: | Friday, March 8th 7:30am registration / Program 8:00-10:00am Complimentary continental breakfast |
| PRESENTERS: | Chris Olmstead, Esq., <i>Barker Olmsted & Barnier</i> Sandee Rugg, <i>Cavignac & Associates</i> |
| COST: | \$50 for Clients / \$75 for Prospective Clients |
| RSVP: | By March 1st to Bethany Mongold 619-234-6848 / mongold@cavignac.com |

Chris Olmstead, Esq. is an attorney and shareholder with Barker Olmsted & Barnier. He provides labor law compliance counseling to businesses. His practice also focuses on the defense of employers in a variety of legal matters. He teaches a SPHR course at Cal State San Marcos, is frequently an invited speaker for various industry groups, and regularly publishes employment law articles.

Sandee Rugg, SPHR-CA is a seasoned HR professional and the Director of Human Resources for Cavignac & Associates. Sandee manages the day-to-day human resource activities for the firm and consults with the agency’s clients on HR-related matters.