



Invites You to a
Breakfast Seminar

*From Hiring to Record
Keeping -- Business and
Employment Law Issues*

Doubletree Guest Suites Mt. Laurel
515 Fellowship Road North
Mt. Laurel, NJ 08054
Tel: (856) 778-8999

June 11, 2009

Registration: 8:30 a.m.
Program 9:00 a.m. - 12:00 p.m.

Seminar Registration Information

Please remit registration form and payment by
June 1, 2009 to:

Marketing Department
Capehart Scatchard
8000 Midlantic Drive, Suite 300 S
Mt. Laurel, NJ 08054
(856) 234-6800 ext. 2143
(856) 235-2786 - fax
response@capehart.com

Checks should be made payable to Capehart & Scatchard, P.A.

Registration: **\$25 per person**

Seminar: 9:00 a.m. - 12:00 p.m. Registration: 8:30 a.m.

Attendee name *(Please print or type)*:

1. Name _____
Company _____
Title _____
Email _____
Phone No. _____
2. Name _____
Company _____
Title _____
Email _____
Phone No. _____
3. Name _____
Company _____
Title _____
Email _____
Phone No. _____

Address _____

City/State/Zip _____

Fax _____

Program Agenda

8:30 - 9:00 a.m. **Registration & Continental Breakfast**

9:00 - 12:00 p.m.

Speakers: Carol L. Jennings, Esq.
Robert J. Hagerty, Esq.
Stephen J. Alexander, Esq.
Capehart Scatchard

9:00 - 9:45 a.m. **Hiring**

- Negligent hiring as a cause of action
- General suggestions for interviewing
- Guidelines for pre-employment inquiries - What you can and cannot ask
- Background checks

9:45 - 10:00 a.m. **Break**

10:00 - 10:45 a.m. **The New Hire**

- What documents do you need?
- At-will documentation
- Non-Compete Agreements
- Other forms and records
- Anti-Harassment and Anti-Sexual Harassment policies
- Employee Handbooks

10:45 - 11:00 a.m. **Break**

11:00 - 11:30 a.m. **Privacy Issues and Employment Records**

11:30 - 12:00 p.m. **Employee Record Keeping and Retention Requirements under New Jersey and Federal Laws**

Who Should Attend

This breakfast seminar is designed for business owners or officers; human resource directors, office managers, records personnel, that make employment decisions on a regular basis, from hiring to firing.

Seminar Facility Information

Doubletree Guest Suites Mt. Laurel
515 Fellowship Road North, Mt. Laurel, NJ 08054
Tel: (856) 778-8999

DIRECTIONS

From NJ Turnpike: Take exit 4. Follow Route 73 North, 100 yards to first traffic light at Fellowship Road. Turn right onto Fellowship Rd. Proceed 1/4 mile to hotel on the left.

From 295 North: Follow 295 North to Exit 36A. Through 1st light (Fellowship Road) take right turn onto Fellowship Road North, and cross over Route 73 onto Fellowship Road. At 1st light (.25 miles) turn left.

From 295 South: Follow 295 South to Exit 40, Route 38, toward Moorestown. Merge onto Route 38 West. Turn Left onto Fellowship Road. Proceed one mile to hotel on right.

Speaker Information

Carol L. Jennings is a member of Capehart Scatchard's Labor & Employment Group. Ms. Jennings focuses her practice on litigation in the construction, commercial, and employment areas, and also litigates, drafts, and provides advice regarding non-competition agreements, non-solicitation, and non-disclosure agreements. Ms. Jennings handles investigations and litigation on the state, federal, administrative, and appellate levels and handles a variety of litigation termination and enforcement of contracts, leases and agreements; fraud actions; real estate disputes, personal injury actions; wrongful termination, discrimination, and harassment actions; financial and lending disputes. She was recognized as one of South Jersey's Top Attorneys as published by *SJ Magazine* in 2008.

Robert J. Hagerty is a Shareholder and Chair of Capehart Scatchard's Labor & Employment Group. Mr. Hagerty focuses his practice in labor and employment law, employment compliance, regulation and litigation. He represents employers in defense of lawsuits claiming age, racial and wage discrimination, sexual harassment, wrongful termination, and whistleblower issues, among others. Mr. Hagerty has been named a "Super Lawyer" as voted by his peers and facilitated by Law & Politics and *New Jersey Monthly* since 2007 and was also recognized as one of South Jersey's Top Attorneys as published by *SJ Magazine* in 2007 and 2008.

Stephen J. Alexander is a member of Capehart Scatchard's Labor & Employment Group. Mr. Alexander focuses his practice in employment law, tort litigation, contracts, and subrogation. He provides advice, counseling and training to corporate clients, drafts corporate documents, employment manuals, policies, and agreements. Mr. Alexander handles litigation on the state, federal, and administrative levels. He has successfully represented his clients in premise liability, discrimination and subrogation jury trials in both Pennsylvania and New Jersey.