

# Employee Discharge and Documentation in Maine

Portland, Maine • April 14, 2009

EXPRESS REGISTRATION 

Sign up at [www.lorman.com](http://www.lorman.com)  
using the seminar ID #  
listed below

Seminar ID: 382690

- 8:00 AM – 8:30 AM **Registration**
- 8:30 AM – 9:55 AM **The Legal Constraints on Discharge**  
— Jeffrey W. Peters
- Employment at Will: What It Really Means
  - Term Employees
  - Employees in Protected Categories
- 9:55 AM – 10:50 AM **Documentation and Verbal Communications Impacting the Right to Hire and Fire**  
— Maria Fox
- Job Descriptions
  - Advertisements
  - Employment Applications
  - Interviews and Conditional Offers
  - Reference Checks
  - Physical Examinations
  - Offers of Employment
  - Employee Handbooks
- 10:50 AM – 11:00 AM **Break**
- 11:00 AM – 12:25 PM **30 Tips for Effective Disciplinary Documentation**  
— Robert W. Kline
- Legal Requirements
  - Preparation for the Disciplinary Meeting
  - Conduct of the Disciplinary Meeting
  - Post-Meeting Pointers
  - Documentation Tips
- 12:25 PM – 1:25 PM **Lunch (On Your Own)**
- 1:25 PM – 2:55 PM **Conducting Effective Workplace Investigations, Including Harassment Complaints**  
— Elizabeth A. Olivier, Esq.
- What Is a Good Faith Investigation?
  - Checklist for an Effective Investigation
  - Interviewing Witnesses, Assessing Credibility and Confirmation Statements
  - Documentation
  - Protected and Not Protected
  - Wrap-Up and Outcome
- 2:55 PM – 3:05 PM **Break**
- 3:05 PM – 4:30 PM **Post-Termination Issues**  
— Frederick B. Finberg
- Maine Human Rights Commission and EEOC
  - Employee Handbook Provisions
  - Prompt Pay Requirements
  - Personnel File Requests
  - Request for Written Reasons for Termination
  - Communications and Announcements
  - Reference Inquiries and Responses

## Don't be caught unaware.

### Learn about the traps that await the unwary employer.

Eliminate expensive and time-consuming legal battles by making sure you have the latest developments and defense strategies at your fingertips. Documentation can be a hassle – but you may need it later to show you had legitimate reasons for disciplining or terminating an employee. What's more, courts and juries are providing a jolting wake-up call for those who fail to meet the challenge.

Attend this seminar and walk away with practical guidelines for being proactive in an area of increasing litigation. Get advice from experienced practitioners in Maine that will save you time, money and lots of frustration down the road – register today!

### Benefits for You

- Protect your company – learn how to make your policies and procedures work for you, not against you
- 30 tips for effective disciplinary documentation
- Find out what most managers don't understand about at-will employment
- Stay in compliance but don't compromise the effectiveness of your workplace investigations
- Get the latest strategies available to prevent litigation

## Faculty:

### Frederick B. Finberg

*The Bennett Law Firm, P.A.*

### Maria Fox

*Law Office of Maria Fox*

### Robert W. Kline

*Kline Law Offices*

### Elizabeth A. Olivier, Esq.

*Preti, Flaherty, Beliveau & Pachios LLP*

### Jeffrey W. Peters

*Preti, Flaherty, Beliveau & Pachios LLP*

\*For more information about our speakers, go to [www.lorman.com](http://www.lorman.com).

## Continuing Education Credit:

- ME CLE 6.5
- HRCI 6.50
- HRPD 1.0
- IACET 0.70
- CPE 8.0

### IACET Learning Objectives

You will be able to identify the legal constraints on discharge. You will be able to review post-termination issues. You will be able to discuss conducting effective workplace investigations.

For more information visit us at [www.lorman.com](http://www.lorman.com) or contact us at 866-352-9540.

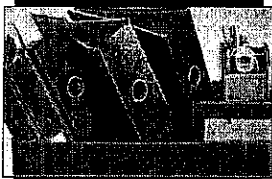
Attendee comment from another Lorman seminar:

"I came away with many points that can be incorporated in our revision of our handbook."

— Ronald J. Karvosky, Finance Director  
Hubbard LLC

**Register now!**  
**Receive a**  
**FREE manual**  
**– a \$119 value –**  
**with your seminar**  
**attendance!**

**Employee Discharge and Documentation**



**Email:** customerservice@lorman.com

**Website:** [www.lorman.com](http://www.lorman.com)

**Telephone:** 866-352-9539

**Fax:** 715-833-3953

**Mail:** Mail this form with payment information to:  
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Dept. 5382, P.O. Box 2933,  
Milwaukee, WI 53201-2933

Clarion Hotel Portland  
1230 Congress Street  
207-774-5611

**Who Will Be There?**

This seminar is designed for human resource and payroll professionals, business managers, office managers, directors, presidents, vice presidents, CFOs, controllers, accountants and attorneys.

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**Seminar Tuition** (includes free manual with attendance)

- Yes! I would like to attend. (\$329 per person)
- Yes! I would like the **Best Value** discount.  
(\$428 per package [\$329] plus CD recording [\$99\*] of this seminar)

- I am unable to attend but I am interested in:**
- \$349 CD/manual package\*     \$119 manual only\*

**Amount Enclosed**

\$ \_\_\_\_\_ **Tuition Subtotal**  
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\*Add \$7 shipping/handling, plus applicable sales tax, to product orders. If tax-exempt, please include your certificate. Please allow four to six weeks after the date of the seminar for delivery.

**Names of Attendees** (Please print clearly)      **Priority Code** \_\_\_\_\_

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Email \_\_\_\_\_
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**General information:**

- This seminar may be recorded.
- If you need special accommodations, please contact us two weeks in advance of the program.
- Lorman Education Services is not approved to offer self-study CPE credit for accountants; therefore, no CPE will be given for this program if ordered as a self-study package.

**Cancellations:** Substitute registrants can be named at any time. A full refund, less a \$20 service charge, will be given if notification is given six or more business days in advance. Notification of less than six business days will result in a credit that can be applied to any Lorman products or services. If you do not cancel or attend, you are responsible for the entire payment.

