



## Employer's Legal Advisor, Inc.

587 N. Ventu Park Rd., Suite E-128  
Newbury Park, CA 91320

A Professional Law Corporation

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September 11, 2009

### TRAINING ANNOUNCEMENT HUMAN RESOURCES SKILL DEVELOPMENT

TO: PACKINGHOUSE MANAGERS / GENERAL MANAGERS  
FIELD/FARMING MANAGERS  
HUMAN RESOURCE MANAGERS

**Employer's Legal Advisor** is pleased to present a professional development seminar for Human Resources staff. The session is designed to assist Human Resources generalists in keeping abreast of new developments, gaining skills required to legally implement appropriate procedures and practices, and learning techniques to increase their effectiveness in the organization. This session includes the following:

- ✓ **Hiring and Orientation Practices and Procedures:** Hiring "regular" employees or "temps" – what's the difference? Have you updated your application form recently? Are your I-9s completed properly? What should happen during orientation?
- ✓ **Leaves of Absence Update (again):** One more time – we will review the paperwork process and appropriate steps to take throughout a leave – and after
- ✓ **Company Records – when and how these must be provided to others:** When and how do you need to comply with a subpoena? What is the attorney-client privilege all about? How long do you need to keep records – and in what form? What about electronic records?
- ✓ **Cost-Cutting Measures – Legal Considerations:** We will discuss how to change your organizational structure, reduce hours, or make other changes in staffing to meet today's economic pressures – legally.
- ✓ **Legal Update:** Although the California Supreme Court has not yet ruled on the meal/rest breaks issues, the Supreme Court and California courts continue to make decisions that will affect how to handle employment issues.

The session will be presented in English by Jeanne Flaherty and Lynn Ryder.

**HUMAN RESOURCES SKILL DEVELOPMENT**  
**10:00 A.M. – 4:00 P.M.**  
**Friday, October 2, 2009**

**Exeter Veterans Memorial Building**  
**324 N. Kaweah Ave.**  
**Exeter, California**

**[Please note that due to the later starting time we will only take a ½ hour lunch break so you may want to bring your lunch with you.]**

The cost of this training session is \$120 per person for Agricultural Producers members and \$170 for non-members. If you are a member of AP, you may use your credits towards the cost of registration, just mark the registration sheet. Otherwise, please mail your check made payable to **Employer's Legal Advisor, Inc.** along with your registration form. Please fax or mail the attached reply no later than **September 22, 2009.**

Return to: Employer's Legal Advisor, Inc.  
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FAX 805-499-2960

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FIELD/FARMING MANAGERS  
HUMAN RESOURCES MANAGERS

RE: **HUMAN RESOURCES SKILL DEVELOPMENT**  
**10:00 a.m. – 4:00 p.m.**  
**October 2, 2009**

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**Exeter, California**

Please list below the names of those who will attend. (Make additional copies of this sheet if necessary)

Name	Title
1. _____	_____
2. _____	_____
3. _____	_____

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(COMPANY OR ASSOCIATION)

Number of people @ \$120 per person (AP member) \$ \_\_\_\_\_ Use AP credit

Number of people @ \$170 per person (non-AP members) \$ \_\_\_\_\_

By: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN TO EMPLOYER'S LEGAL ADVISOR NO LATER THAN SEPTEMBER 22, 2009.

**No refunds for cancellations after September 28, 2009.**