

Robert Noonan & Associates

Wednesday December 14, 2011

Four Points by Sheraton
275 Research Parkway, Meriden, CT

Connecticut Paid Sick Days: Your Policy and Enforcement

Morning Session: 8:30 A.M. to 11:30 A.M.

Registration: 8:00 A.M. to 8:30 A.M.

**Speaker: Attorney Heidi Lane, Principal Attorney,
Office of Program Policy, Connecticut Department of Labor
Atty. Robert D. Noonan
Atty. Jessica Z. Wragg**

On January 1st, Connecticut becomes the first state in the nation to require employers with 50 or more employees to provide “service workers” with 40 hours of paid sick time. An employer may use its existing absence policy to comply with the law provided the existing policy provides benefits which are equal to or better than the law’s allowances. Virtually all covered employers will have to either write a new policy or revise existing policies.

In this special program, we will provide you with up-to-the minute guidance on the Sick Day Law, including how to implement the law and comply with its provisions. Attorney Heidi Lane, from the CT-DOL, will discuss the CT-DOL’s the Department’s interpretation of the more vague provisions of the law, special problems with application of the law, and the Department’s position on enforcement. Attorney Lane is spearheading the Department’s efforts to prepare for enforcement of the Sick Day Law, create a model notice, and issue guidance on the law.

Regarding the Sick Day Law, we will cover:

- CT-DOL’s interpretation of the law and its position on enforcement;
- Service Workers: Who is and who is not covered by the law;
- Special Problems of Part-Timers, Per Diems and Temporary Employees;
- Problems in Accruing Time: the law versus employer policies;
- Using Sick Days: new employees, existing employees, and policy considerations;
- Carrying over, Minimum Time and Documentation Issues
- Practical Compliance: Posting, Handbooks, Notices, Supervisory Training, Overlap with Other types of leave; and,
- Integrating your vacation, PTO, sick day, personal day or AFW policy with the Connecticut law.

Who Should Attend: Employers, Human Resources and Benefits Professionals, and Office Managers

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At the Four Points by Sheraton, 275 Research Parkway, Meriden, CT

Sexual Harassment Prevention for Managers and Supervisors

Afternoon Session: 1:00 P.M. to 3:30 P.M.

Registration: 12:30 P.M. to 1:00 P.M.

This program is designed meeting Connecticut's requirements for sexual harassment training. In addition, this course will prepare Supervisors and Managers of any size company to understand their role in preventing or correcting the problem of sexual harassment and discrimination. Topics covered include:

- *Common Workplace Patterns that Land Employers in Court*
- *Legal Defenses that Fail: "Boys will be Boys" and "We we're just kidding"*
- *Quid Pro Quo & Hostile Environment - Getting Beyond the Terms*
- *Your Role in Controlling Sexual Harassment in the Workplace*
- *Your Company Policy: What it says and What it means*
- *What Should be Done if an Employee Makes a Claim of Sexual Harassment*
- *The Critical Role of the HR Department*

Sexual Harassment Panel

- **Robert D. Noonan, Esq.** is a recognized leader in Connecticut workplace law. Atty. Noonan represents employers before federal courts, state courts and administrative agencies; and advises employers, insurance agents and insurance carriers on workplace and employee benefits issues. His firm conducts sexual harassment investigations for a wide range of employers, law firms and organizations. He an author on workplace law. He is a graduate of the University of Connecticut School of Law.
- **Jessica Z. Wragg, Esq.** is an attorney with Robert Noonan & Associates and represents primarily employers in civil litigation and administrative agencies. Her prior professional experience includes the U.S. Department of Labor-Employee Benefits Security Administration, the City of Boston, and the Boston Herald. Her professional concentration is workplace law in the private sector. She is a graduate of Suffolk University Law School and Wesleyan University.

*** See Registration Form on Next Page

Seminar Registration Form

Register by Fax: 860-349-7011, By Phone: 860-349-7010

Email: jessenianarvaez@robertnoonan.com

Morning Session: Connecticut Paid Sick Days: Your Policy and Enforcement

Afternoon Session: Sexual Harassment Prevention for Managers and Supervisors

▪ \$125 morning session; \$95 afternoon session; \$205 for both sessions.

▪ Return completed form with payment by December 12th to:

Robert Noonan & Associates, 6 Way Road, Suite 301, Middlefield, CT 06455

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Reserve _____ Seats Connecticut Paid Sick Days

Reserve _____ Seats Sexual Harassment Training

Reserve _____ Seats Both Sessions

Name and Title: _____

Company: _____

Address: _____

Telephone: _____ Contact Person: _____

Email: _____

Directions to the Four Points by Sheraton

From East: Take Interstate 84 West into Hartford, and then take Exit 86 to Interstate 91 South. From I-91 South, take Exit 17 and at the end of the exit ramp, turn left at the light. From there, turn right onto Pomeroy Avenue at the second light. The hotel will be 0.5 miles down on the right.

From West: Take Interstate 84 East to Exit 27, and then take Interstate 691 East. Take Exit 10 and stay in the right-hand lane until you reach the first Exit 67 West, East Main Street and at the end of the exit ramp, turn left at the light. From there, turn right onto Pomeroy Avenue at the second light and the hotel will be 0.5 miles down on the right.

From South: Take Interstate 91 North to Exit 16 and at the end of the exit ramp, turn right. Then turn right at the first light onto Pomeroy Avenue and the hotel will be 0.5 miles down on the right.

From Bradley International Airport (North): Take Interstate 91 South to Exit 17. At the end of the exit ramp, turn left at the light. From there, turn right onto Pomeroy Avenue at the second light. The hotel will be 0.5 miles down on the right.