



LOS ANGELES
POLICE
FEDERAL CREDIT UNION

Legal HR Basics

Workshop

for

Credit Union Executives, Managers, and
Supervisors

only \$159
per person

When: Friday, March 26, 2010
9:00 a.m. – 12:00 p.m.
Note: If necessary, an afternoon session will be offered.

Where: Los Angeles Police Federal Credit Union
16150 Sherman Way
Van Nuys, CA 91406
(Located on the corner of Sherman Way & Valjean – 1 block west of Woodley)

Cost: \$159 per person

This workshop is a great overview course for non-HR professionals so they understand how to avoid potential liabilities.

The Course Outline is as follows:

Based on legal updates, special emphasis will be placed on disability, privacy, retaliation, and hate crime law.

- Your job as a role model
- At-Will Employment -- What it means and how to avoid losing it.
- Illegal Discrimination/Harassment in California - the protected classes
- Legal notice to any supervisor or manager is legal notice to the credit union. The manager's duty to report any discrimination/harassment/retaliation so an investigation can take place.
- Hiring and Interviewing including reviewing an application, interviewing (what you can ask and can't say/ask) and background checks
- Evaluating Work Performance including discussion of discipline and termination
- "How to Write a Written Warning" handout with explanation and practice if time allows
- Workplace Safety including basics of workers' compensation
- Employer's Duties when an employee is disabled
- FMLA/CFRA - brief overview
- Workplace violence and threats of violence -- duties of employer and practice developing action plan
- Confidentiality & Privacy for discipline/termination, medical/disability, harassment/discrimination investigations and references on employees

- Time records for non-exempt employees including meal periods, breaks, makeup time
- The credit union needs all your eyes and ears--wrap up and conclusion

About Our Presenter:

With 26 years experience as a lawyer, **Michele Patterson** creates strategies with employers to handle problem employees. Most often that involves discipline and termination situations, as well as circumstances of disability leaves. She works to protect credit unions to lower risk of legal liability. Michele was introduced to her first credit union by her dad. She is still a member of that same credit union, over 30 years later. She also holds membership in other credit unions. After graduating from college, Michele worked for three years for a bank, going through its management training program. She quit the bank to attend Loyola Law School, Los Angeles, from which she graduated in 1982. Representing savings and loans and small banks as a young lawyer, Michele reconnected with her credit union roots in the early 1990s representing credit unions throughout Southern California. She has thrived in that environment ever since.

To learn more about Michele and her firm, please go to her website: <http://www.michelepatterson.com/>

RSVP: Janet Gaspard, (818) 779-3316 or jgaspard@lapfcu.org

Please reserve your spot by Friday, March 19 as space is limited. Directions can be found by going to www.mapquest.com.

Continental breakfast will be provided by the host credit union.

Parking Instructions: The CU has limited parking; therefore, guests will park at the AirTel Plaza Hotel (located caddy corner from the Credit Union on the corner of Sherman Way & Valjean). Parking will be validated.