



DC Department of Small & Local Business Development



Present

BEST PRACTICES IN EMPLOYMENT LAW

***A FOUR PART TRAINING SERIES
FOR SMALL BUSINESS OWNERS***

WEDNESDAY EVENINGS

APRIL 10 - MAY 1, 2013

5:00 P.M. - 7:00 P.M.

CROWELL & MORING

***1001 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, DC 20004-2595***

***Best Practices in Employment Law:
A Training Series for
Small Business Owners***

This four-part course is designed for small business owners, including sole proprietors, business partnerships, general managers and owners of LLCs. Participants will learn the basics of employment law from experienced attorneys at Crowell & Moring.

Wednesday, April 10, 2013

“Hiring, Firing, and Performance Management”

This session will discuss best practices in hiring, onboarding, establishing employee policies and procedures, managing employee performance, and termination.

Wednesday, April 17, 2013

“Employee Compensation and Classification”

This session will focus on minimum wage and overtime obligations under federal and D.C. law, the rules applicable to part-time employees, and the wage-related obligations regarding departing employees. This session will also address the distinction between employees and independent contractors.

Wednesday, April 24, 2013

“Prohibitions on Employment Discrimination”

This session will explain the various laws that prohibit employers from discriminating against their employees based on an employee’s individual attributes, and will focus on strategies to avoid claims of employment discrimination.

Wednesday, May 1, 2013

“Employee Benefits”

This session will focus on benefits that employees may potentially be entitled to under both DC and federal law.

Registration Information:

- * *The sessions will take place at the offices of Crowell & Moring, 1001 Pennsylvania Avenue, NW. (One block from Metro Center on the Red, Blue and Orange lines.)*
- * *The four sessions will be held on consecutive Wednesday evenings from 5p.m. to 7p.m., beginning April 10, 2013.*
- * *There is a \$25 charge to cover the cost of materials. Light refreshments & snacks will be provided.*
- * *At the end of the course, participants will receive a certificate of completion from the DC Bar Pro Bono Program, the DC Department of Small & Local Business Development and the DC Small Business Development Center Network*

To register, please go to: http://www.dcbar.org/for_lawyers/events/event_Detail.cfm?eventCD=7522182&isPackage=0&showAllButtons=1
If you have any questions, please contact Lauren Paley at lpaley@dcbar.org.

(Please note that you will be asked to create a free non-member account to complete online registration.)

