

Central Oregon Employer Council

Seminar for Business



www.WorkingInOregon.org/OEC

*The Central Oregon Employer Council (COEC) and
Human Resource Association of Central Oregon invite you to attend:*

Determining Employment Eligibility Comprehensive Answers to Common Questions

Thursday, June 5, 2008

The Riverhouse
3075 N. Business 97
Bend

7:30 a.m.	Registration
7:45 a.m.	Plated breakfast
8:00 a.m. - noon	Presentation

Mistakes made in the process of determining employment eligibility are costly. Businesses can greatly reduce these mistakes by including key points in the employment eligibility process. The high cost of employee management, turnover, and employer liability will also be reduced. In these challenging economic times it is more important than ever to work smarter not harder.

The seminar will address the following key points...

- Immigration and I-9 compliance – Maintain a legal workforce. Learn about the new I-9 form, Handbook, and E-Verify to electronically verify social security numbers and photo identification against online images.
- Minors – Hire minors legally. Discover special rules that apply to minors in the work place.
- Pre-employment drug and alcohol testing – Learn who should test and how to test effectively.
- Appearance standards – Protect your professional image. Know what you can do regarding tattoos, piercings, hair styles, etc.
- English as a second language – Understand employer and employee rights when it comes to speaking the English language.
- Disability accommodations – Learn how to make required accommodations when it comes to job skill and on the job testing. Know resources available to help employees.
- Religious accommodations – Can you require an employee to work weekends or certain shiftseven when it conflicts with the employees religious observation?

Cost: \$50 per person. No credit cards accepted. Absent registrants will be billed.

For more information: Teresa Asher, teresa@riverhouse.com, Ph (541) 617-7179 Fax (541) 617-7453

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services, Alternate Formats and Language Services are available to individuals with disabilities and limited English proficiency free of cost upon request.

