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**Tuesday
September 1,
2015**

2015 SEMINAR LOCATION

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Free parking available at hotel

ENHANCE YOUR EEO KNOWLEDGE at the **2015 EEOC San Antonio Training Institute Seminar**. This informative seminar, **sponsored by the EEOC San Antonio Field Office**, will be held at the Omni San Antonio Hotel.



EEOC San Antonio Seminar

U.S. Equal Employment Opportunity Commission

Special Track
**25 years of the
ADA**

GOING GREEN!

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

Event Code 15TDAL02

TRAINING YOU CAN'T AFFORD TO MISS!
Join EEOC for the best in EEO training from the experts who enforce the law.

Questions about the seminar?

Rodney Klein
EEOC Dallas District Office

(210) 281-7666

(210) 281-7606 FAX

(210) 281-7610 TTY

rodney.klein@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

EEOC San Antonio Seminar

Tuesday, September 1, 2015

www.eetraining.eeoc.gov

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 10 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Training Event 15TDAL02

PAYMENT — \$349 Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 by:

- 1) registering on-line with a credit card up to the day before the seminar, or
- 2) registering early, with payment, by mail or FAX by **August 3, 2015**. Check or faxed credit card registrations received after **August 3, 2015** will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

Federal and State and Local Government Registrants: Please note: To request an invoice (to secure payment via **check or credit card**) **please e-mail, telephone or fax your request to the EEOC Training Institute.** Confirmation of the event is only issued after payment is received by the EEOC Training Institute.

Federal Government Registrants Using IPAC (Intra governmental payment and collection): Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

PRE-PAYMENT IS REQUIRED PRIOR TO TRAINING.

REGISTRATION — Register at www.eetraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS? Visit the website www.eetraining.eeoc.gov or contact our customer service staff at 703.291.0880 or toll free 1-866.446-0940; or send an email to eeoc.traininginstitute@eeoc.gov for more information. TTY# 1.800.828.1120

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101** OR **FAX** your registration with payment to 518.615.8422.

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Confirmation email should be brought to the event.**

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

Agenda



Schedule

- Registration: 7:30 am
- Start: 8:15 am
- Lunch provided
- End: 4:15 pm

LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite

and provide training on popular EEO topics such as harassment or an overview of EEO.

For more information, contact:

Rodney Klein
210-281-7666
rodney.klein@eeoc.gov

8:15 a.m.
Welcome

8:30 a.m.
25 Years of the ADA

(Joe Bontke, Outreach and Education Manager, EEOC, Houston District)
Joe gives a unique perspective on his 25 years of service to people with disabilities and his efforts to educate employers about the law. How far have we come in 25 years and how much further do we need to go?

General Track

Pregnancy Discrimination Act

(Christopher Lage, Assistant General Counsel, EEOC)

EEOC issued guidance on pregnancy issues in the workplace, and the U.S. Supreme Court made its decision on this important issue as well. So, what is the final word on the PDA and how can employers remain in compliance?

ADA Track

Who is Covered under the ADA?

(Rodney Klein, Outreach and Education Manager, EEOC, Dallas District)

The ADA starts with the question of who is covered under the Act. The ADA was amended to address this issue. Discover how much has changed in our understanding of how the law looks at disability and who is protected.

10:45 a.m.

You're Not My Boss: Regulating Employee Conduct

(Tiffany L. Cox, Attorney, Ogletree, Deakins, Nash, Smoak and Stewart)

Blogging, office romances, drug testing, political advocacy, clothing and makeup, alcohol use, workplace bullies...sometimes an employer can feel like the parent of unruly teenagers. Learn what employers can do to regulate their employees' conduct and satisfy the often conflicting demands of the law.

Accommodations A to Z: JAN as Your Resource

(Beth Loy, Job Accommodation Network Principal Consultant)

What is JAN and how can it help you through the reasonable accommodation process? Join a JAN consultant in this interactive session to discuss accommodation benefits and costs, the interactive process, and real life accommodation situations and solutions.

11:45 a.m.
Lunch and Networking

1:00 p.m.
Case Law Update

(Chris A. Scherer, Principal, Law Office of Chris A. Scherer)
What have the courts been up to this past year and how will it influence your personnel decisions? Attorney Chris Scherer will take you through the relevant court cases of the past year and explain why they are important to you.

General Track

So You Want Me to Investigate What? (Investigating Workplace Discrimination)

(2 Hours)
(Rodney Klein, Outreach and Education Manager, EEOC, Dallas District)

People are always asking how to investigate a complaint of workplace discrimination. Well, here it is, a two hour workshop on how to investigate hiring, discipline and discharge complaints. This is a great session for those who are new to EEO investigations and are looking to get started on the right foot.

ADA Track

Reasonable Accommodation Issues (2 Hours)

(Natalie C. Rougeux, Principal, Rougeux and Associates, Brian East, Disability Rights Texas, Travis Hicks, Director, San Antonio Field Office)

Reasonable accommodations are the centerpiece of the ADA. But, it is not always easy to know what to do when presented with complex or ambiguous requests, or how to respond if the need for the accommodation is not easy to discern or is frequently changing. Let this distinguished panel address some of the complex issues related to reasonable accommodations and help you properly navigate the interactive process.

4:15 p.m.
Adjourn

Credits: This program has been submitted to the HR Certification Institute for review. This seminar also meets the yearly refresher training requirement for federal agency EEO (Investigators and/or mediators).

EEOC San Antonio Seminar, September 1, 2015 (Event Code 15TDAL02)

Please print and use a separate form for each attendee.



• ON-LINE - GET DISCOUNT PRICE

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Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? Yes Describe accommodation requested or special diet needed.

AMOUNT OF PAYMENT: \$349 Discount Price of \$329 available for online registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received by **August 3, 2015**. Faxed/mailed credit card registrations received after **August 3, 2015** will be charged \$349.

Credit Card MasterCard Visa American Express Discover
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State/Local Government contact the **EEOC Training Institute** to request an invoice to secure payment via check or credit card. Please call 1-866.446.0940 or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute** at 1-866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov.

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Person filling out this form (if different than registrant)
Name _____
Email _____

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? Yes No

Employees at Your Facility:

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000+

Your Position Category:

- Attorney EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)
- HR Director, Manager, Supervisor HR Staff
- Mediator, ADR Other Manager, Supervisor
- President, CEO, Owner Union Representative
- Other _____

Your Organization's Business Type:

- Federal Gov't
- State/Local Gov't
- Private

How did you learn about our seminar?

- Brochure in mail Email Colleague
- Website/Internet Newspaper/Radio Ad
- Professional Organization SHRM EEOC event
- Other _____