

Free Compliance
Assistance Forum for
employers, community
based organizations and
advocacy groups. . .

Friday, July 17, 2009

7:45 a.m. - 12:45 p.m.

El Paso Community College
Administrative Service
Center
9050 Viscount, Bldg. A
El Paso, Texas 79925

Schedule

7:45 to 8:30 a.m. Registration
8:30 to 9:15 a.m. Overview of
DOL Agencies
9:30 to 11:00 a.m. 1st Workshop
Session
11:00 to 11:15 a.m. Break
11:15 to 12:45 p.m. 2nd Workshop
Session

DOL Informational & Outreach Forum

The U.S. Department of Labor (DOL), El Paso Community College, the El Paso Society for Human Resource Management, and The Greater El Paso Chamber of Commerce invite you to attend this free informational and outreach forum. The event will include an introduction to, and overview of, several DOL agencies regarding their missions, responsibilities and functions. These presentations will be followed by 90-minute workshops designed to assist supply and service contractors, community based organizations and others in gaining knowledge about workplace laws and regulations administered by DOL. The sessions will provide answers to many frequently asked questions by contractors and the community. The Forum is a must attend event for all groups.

Anyone interested in attending should complete the enclosed registration form and return it by July 9, 2009. You may select from several workshops which will run concurrently at 9:30 a.m. and 11:15 a.m. (see inside). Participants can attend one workshop per time period.

Employers and advocacy groups may have more than one representative attend; however, each person must complete a registration form indicating workshop preferences. Attendance is free. Space is limited on a first come first serve basis.

For more information, you may email Linda Olivarez at olivarez.linda@dol.gov or contact her by phone at 210-472-5835.

A FREE EVENT



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Administrative Service Center
9050 Viscount, Bldg. A
El Paso, Texas 79925

See inside for available
workshops.
Seating is limited.

REGISTER TODAY!

2009 DOL Informational & Outreach Forum

Available Workshops

Office of Federal Contract Compliance Programs (OFCCP), Wage & Hour Division (WHD), Occupational Health and Safety Administration (OSHA), and Veterans Employment and Training Administration (VETS)

9:30 a.m. only

This workshop will feature a panel consisting of Department of Labor agency representatives who will provide information about laws and regulations enforced or administered by each agency. The Panel will provide valuable information to community based organizations regarding workplace practices that are illegal and provide information about DOL actions to address such practices. Also, information will be shared to assist community based organizations in better serving persons in their communities and provide answers to many of the questions that community groups may have about how the DOL administers workplace laws.

Office of Federal Contract Compliance Programs 9:30 a.m. & 11:15 a.m.

The OFCCP presents crucial elements on “*How to Survive an OFCCP Audit.*” This compliance assistance session focuses on essential aspects of a compliance audit, describes the “ingredients” necessary in creating an AAP, provides valuable “survival” tips on recordkeeping, Internet Applicant Guidelines, testing, and the use of availability data to conduct adverse impact analyses. The OFCCP will take examples and scenarios from actual cases to illustrate areas that have been most problematic for Federal contractors.

Employee Benefits Security Administration (EBSA) 9:30 a.m. & 11:15 a.m.

COBRA and COBRA Provisions in the American Recovery and Reinvestment Act of 2009 - This session will focus on COBRA continuation coverage and will cover the rules that apply to group health plans. The session will also address the American Recovery and Reinvestment Act of 2009 (ARRA) and how it impacts COBRA. Topics related to ARRA will include the premium reduction provisions of ARRA and the new notice requirements it imposes. EBSA Benefits Advisors will be onsite to address your specific questions following each session.

Wage and Hour Division (WHD)

The Wage and Hour Division (WHD) will provide compliance assistance on the Fair Labor Standards Act (FLSA) and the H-1B program.

- 1) Fair Labor Standards Act (FLSA): This workshop will cover an employer's requirements under the Fair Labor Standards Act, with an emphasis on the employment relationship and hours worked. The FLSA establishes minimum wage, overtime pay, recordkeeping, and child labor standards. The statute affects most workers in the public and private sector.

9:30 a.m. only

- 2) Employment of Non-immigrant workers (H-1B visa program): This workshop will provide an overview on complying with the H-1B provisions of the Immigration and Nationality Act. Topics for discussion include the Labor Condition Application (LCA), wages, record keeping, and notification requirements.

11:15 a.m. only

Occupational Safety and Health Administration (OSHA)

9:30 a.m. & 11:15 a.m.

This general overview session will provide a description of OSHA compliance assistance and outreach resources, the Voluntary Protection Program, a brief overview of the Site Specific Targeting program, information on how to navigate the OSHA website, and a rare opportunity to exchange ideas with other employers and safety and health professionals.

Veterans' Employment Training Service (VETS)

11:15 a.m. only

This session will provide an understanding of your rights and responsibilities as an employer under the *Uniformed Services Employment and Reemployment Rights Act (USERRA)* that guarantees veteran reemployment, employment rights for reservists, guardsmen and returning active duty personnel; VETS will also present information regarding *Hire Vets First*, a program to market veterans, describing the benefits of hiring Veterans into the workforce, as well as information on the *Upper Rio Grande at Work, Business Services Unit (BSU)*, including how to enter effective job orders into the State Job Service Database.

