

Agenda
Managing in Montana 2012 State Tour
All times Approximate

Morning

- 7:45 AM - 8:15 AM **Registration and Refreshments**- Get to Know Other Participants
- 8:15 AM - 9:00 AM **Employment Relationships**- Contract, Non-contract, Leased and Independent Contractors
- 9:00 AM - 10:30 AM **Understanding Wage and Hour Rules and Principles**- What is 'Working Time', Who is Exempt from Overtime, Child Labor, Wage Payment rules
- 10:30 AM - 10:45 AM *Break*
- 10:45 AM - 11:30 AM **Privacy in the Workplace**- Drug and Alcohol Testing, Medical Marijuana
- 11:30 AM - 12:30 PM *Lunch On Your Own*

Afternoon

- 12:30 PM - 1:30 PM **Avoiding Wrongful Termination**- What terminations are wrongful, when do you have "good cause", protecting your organization from claims.
- 1:30 PM - 2:30 PM **Discrimination & Harassment**- What actions can be discriminatory, preventing and addressing workplace discrimination and harassment.
- 2:30 PM - 2:45 PM *Break*
- 2:45 PM - 3:30 PM **Time Off**- When must an employer approve time off and when does it have the right to say 'No'. FMLA, maternity, military, disability, vacation, sick and public service leaves.
- 3:30 PM - 4:00 PM **Unemployment Insurance**- When is an employee eligible and when are they disqualified. How to respond to inquiries from the UI Division.
- 4:00 PM - 4:30 PM **Recent Developments**- What's new or pending in the Congress, state legislatures, regulations and the Courts.
- 4:30 PM - 4:45 PM **Wrap Up**- Final Questions

Total Instruction Time -Not including breaks: **6.75** hours

