

2017 HR BOOT CAMP for New Jersey Nonprofits

What: An in-depth review of laws and regulations pertaining to human resources management and an update of recent legal developments

When: 14 hours over two days
Monday, September 18 and Tuesday, October 31, 2017
7:30 a.m. – 4:30 p.m.
Sessions start promptly at 8 a.m. each day

Where: Verizon World Headquarters
One Verizon Way, Basking Ridge, NJ 07920

Register Today:

- \$125.00 nonrefundable fee
- A light breakfast, lunch, and refreshments will be served
- Attendees receive a 400-page comprehensive, up-to-date course book
- Register at www.probonopartner.org

NOTE: Registration closes Thursday, August 31, and space is limited.

THANK YOU TO OUR SPONSORS:

jackson|lewis. verizon[✓]



About HR Boot Camp

This intensive program is designed for:

- Nonprofit managers who are responsible for the HR function but who haven't had significant experience with HR issues
- HR professionals who want to update their knowledge from a holistic perspective and learn about recent legal developments
- In-house lawyers* who want to develop a working knowledge of employment law basics as applied in real-life nonprofit workplaces

Featured Topics

Part 1: Introduction: Risk Management & Corporate Governance

Part 2: Discrimination & Harassment Prevention

Part 3: Hiring Process

Part 4: Wage-Hour & Benefits Minefield

Part 5: Leaves of Absence

Part 6: Performance Management, Discipline & Terminations

Part 7: Reductions in Force

Part 8: Investigations How-To

Part 9: Monitoring, Personnel Records & Confidentiality

Part 10: Training

Part 11: Posters

Part 12: Employee Handbooks & Other Policies

Part 13: Conclusion: Avoiding Litigation Landmines & The Bottom Line

HRCI and SHRM Credits will be applied for.

Presentation will start promptly at 8:00 a.m. each day. Sign-in from 7:30 a.m. – 8:00 a.m.

** If you are an in-house lawyer with an active NJ in-house or plenary license and you are interested in receiving NJCLE credits, before registering for this course, please contact Christine Michelle Duffy at 973.240.6955 or cduffy@probonopartner.org.*

Presenters

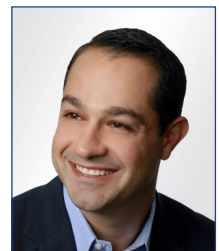
Jackson Lewis P.C. is a leading national labor and employment law firm that places a high premium on preventive strategies and positive solutions in the practice of workplace law. Jackson Lewis partners with employers to devise policies and procedures promoting constructive employee relations and limiting disputes. Jackson Lewis regularly provides counsel and litigation defense to Fortune 500 companies and has been recognized as a Pro Bono Partnership Law Firm of the Year.

Victoria Woodin Chavey is a Principal in the Hartford, CT office of Jackson Lewis. Tory is an experienced trial lawyer and has represented employers for over 20 years on a wide range of employment issues, from single-plaintiff discrimination cases to discrimination class actions and wage and hour cases. Tory appears regularly in state and federal courts. Tory frequently defends claims in arbitration and before state and federal administrative agencies.



Tory served as a Law Clerk for the Honorable Thomas J. Meskill of the U.S. Court of Appeals for the Second Circuit and the Honorable Ellen Ash Peters, Chief Justice of the Connecticut Supreme Court. Tory also served as the Editor-in-Chief of the *Boston University Law Review*. Tory received a J.D. degree from Boston University and an A.B. degree in Philosophy from Dartmouth College.

Jason C. Gavejian is a Principal in the Morristown, NJ office of Jackson Lewis. Jason is a Certified Information Privacy Professional (CIPP/US) with the International Association of Privacy Professionals. Jason's practice focuses on the matrix of laws governing privacy, security, and management of data. Jason is co-editor of, and a regular contributor to, Jackson Lewis' *Privacy Blog*. Jason's work in the area of privacy, data security, and e-communications includes counseling international, national and regional companies on the vast array of privacy and security mandates, preventive measures, policies, procedures, and best practices. Jason has helped companies in all industries to assess information risk and security as part of the development and implementation of comprehensive data security safeguards. Jason also represents management exclusively in all aspects of employment litigation, including restrictive covenants, class actions, harassment, retaliation, discrimination, and wage and hour claims in both federal and state courts. Jason regularly appears before administrative agencies, including the Equal Employment Opportunity Commission, the Office for Civil Rights, the New Jersey Division on Civil Rights, and the New Jersey Department of Labor. Jason also provides advice/counseling to employers regarding daily workplace issues.



Jason served as a Law Clerk for the Honorable Richard J. Donohue of the Superior Court of New Jersey, was named a Rising Star in the Super Lawyers edition of *Law & Politics* magazine, and received the HNBA's Top Lawyers Under 40 award. Jason received a J.D. degree from Rutgers University School of Law-Newark and a B.S. degree in Law & Justice from The College of New Jersey.

Presenters

David G. Islinger is a Principal in the Morristown, NJ office of Jackson Lewis. David focuses on traditional labor law, training, and counseling matters. David has 20 years' experience representing employers in representation cases and unfair labor practice proceedings before the National Labor Relations Board, and has represented employers in numerous grievance, arbitration, and administrative proceedings involving issues surrounding contract interpretation, wage and discrimination issues, and discipline and discharge. David regularly speaks to executives, managers, and supervisors on workplace issues, having provided training to thousands of managers and employees on virtually all workplace issues, including harassment and discrimination concerns, union avoidance and contract administration, disabilities management, and wage and hour law.



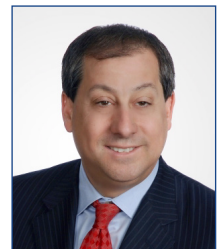
David is an editor of the *New Jersey Wage and Hour Handbook: A Practical Guide for Small Business*. David received a J.D. degree from The George Washington University National Law Center and a B.S. degree in Industrial & Labor Relations from Cornell University.

Joseph J. Lazzarotti is a Principal in the Morristown, NJ office of Jackson Lewis. Joseph is a Certified Information Privacy Professional (CIPP/US) with the International Association of Privacy Professionals. Joseph co-leads the firm's Privacy, e-Communications and Data Security Practice Group and edits Jackson Lewis' *Privacy Blog*. Joseph also is a member of the Employee Benefits Counseling and Litigation Practice Group and Healthcare Reform Taskforce. Joseph focuses on the matrix of laws governing the privacy, security, and management of data, as well as the impact and regulation of social media. Joseph also counsels companies on compliance, fiduciary, taxation, and administrative matters with respect to health and welfare plans.



Joseph speaks and writes regularly on current employee benefits and data privacy and security topics. Joseph's work has been published in leading employment and business journals, such as *Bender's Labor and Employment Bulletin*, the *Australian Privacy Law Bulletin*, and the *Privacy and Data Security Law Journal*. In addition, Joseph's views on these issues have been discussed in a number of publications, including *Inside Counsel*, *The National Law Journal*, *Financial Times*, *Business Insurance Magazine*, and *HR Magazine*. Joseph served as a judicial law clerk for the Honorable Laura Denvir Stith of the Missouri Court of Appeals. Joseph holds a J.D. from the University of Missouri School of Law and a B.B.A. in Public Accounting from Pace University.

Peter C. Moskowitz is a Principal in the New York City, NY office of Jackson Lewis. Peter has defended employers and litigated actions pending before federal and state courts, administrative agencies, and arbitrations involving disability, gender, pregnancy, national origin, and race discrimination, FMLA, ERISA, Section 1981, FLSA, wage and hour, retaliation, restrictive covenant, non-solicitation, and sexual harassment claims. Peter's practice includes counseling clients concerning all aspects of their employment relationships, including preventive strategies and compliance with applicable statutes and regulations. In addition to single plaintiff cases, Peter represents employers in complex litigations involving multiple plaintiffs as well as class and collective actions.



Peter received a J.D. degree from Fordham University School of Law and a B.A. degree in Economics from Northwestern University.

Presenters

Maggie L. Scardapane is an Associate in the Morristown, NJ office of Jackson Lewis. Maggie's practice focuses on representing employers in workplace law matters, including preventive advice and counsel. While attending law school, Maggie was also a summer associate at Jackson Lewis.



Maggie clerked for the Honorable Justice Anne M. Patterson of the Supreme Court of New Jersey. Maggie received a J.D. degree from Rutgers University School of Law, where Maggie was the recipient of the Dean's Merit Scholarship, and a B.A. degree from The College of the Holy Cross. Maggie served as the Symposium Editor of the *Rutgers Law Review* and as a teaching associate for the Legal Research and Writing Program.

Pro Bono Partnership is a nationally recognized provider of pro bono transactional legal services to nonprofit organizations serving the disadvantaged and enhancing the quality of life in neighborhoods in Connecticut, New Jersey, and New York. Substantially leveraging the impact of our in-house legal staff, the Partnership annually recruits and mobilizes hundreds of attorneys from major corporations and law firms to donate their time and expertise on behalf of its nonprofit clients, enhancing their ability to improve conditions in their communities, particularly for the poor and vulnerable.

Christine Michelle Duffy is Senior Staff Attorney with Pro Bono Partnership's Parsippany, New Jersey office. Christine has 35 years' experience counseling corporations on human resources, ethics, and compliance issues. Christine has written and lectured extensively on a variety of matters, including employment law, compliance, and professional responsibility. Christine is editor-in-chief and contributing author of *Gender Identity and Sexual Orientation Discrimination in the Workplace: A Practical Guide* (Bloomberg BNA 2014). Christine is one of the three contributing authors of *The Pro Bono Partnership Pundit* on The Geraldine R. Dodge Foundation blog. Prior to joining the Partnership, Christine initially was in a private law practice for 12 years, focusing on labor and employment law. Then, for 12 years, Christine was the Chief Compliance Officer and Chief Labor and Employment Counsel for an international environmental services company.

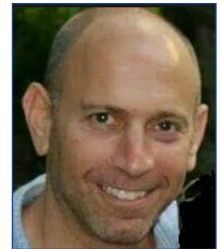


Christine has served on the board and committees of several organizations, including the Board of Visitors of Fenway Health, the Board of Directors of the New Jersey chapter of the Association of Corporate Counsel, the Advisory Board of Seton Hall Preparatory School, the Editorial Board of the *New Jersey Law Journal*, and the Supreme Court of New Jersey Committee on Civil Practice. Christine received B.S.B.A., M.B.A., and J.D. degrees from Seton Hall University.

Presenters

Verizon transforms how people, businesses, and things connect with each other. Every day, Verizon connects millions of people, companies and communities with its powerful technology. Its award-winning network permits breakthroughs in interactive entertainment, digital media, the Internet of Things, and broadband services for customers. Verizon Wireless offers mobile voice, data, and messaging services and multimedia applications through mobile phones, tablets, and PCs. The Company does business in all 50 states and employs approximately 70,000 people.

Jonathan Ramsfelder is Chief Labor & Employment Counsel at Verizon Wireless. Jonathan's client groups operate in a variety of workplace settings (e.g., retail, call center, and technical field employees) and present a broad spectrum of employment and traditional labor issues. Jonathan's practice includes advising clients and defending claims relating to union awareness and organizing matters, collective bargaining, wage-hour, discrimination, FMLA, state leave laws, harassment, retaliation, disability, and accommodation matters.



Before joining Verizon in 2008, Jonathan was in-house at Merck & Co., the pharmaceutical company, for 12 years. Jonathan's professional career began at the labor boutique firm of Grotta, Glassman and Hoffman and also included a stint with Kelley Drye and Warren. Jonathan received a J.D. degree from Rutgers University School of Law and a B.A. degree from Rutgers College.

Praise for HR Boot Camp

“The presenters are skilled at **setting an appropriate pace** for the presentation, adding **relevant examples** for clarification, soliciting questions from the participants, and encouraging the participants to take the extra step to use additional resources to enhance the course book.”

“HR Boot Camp provides a **clear, concise synopsis** of the primary HR policy issues on both the federal and state levels. The information is current. The course book is an **extremely useful resource to refer back to** when questions/issues arise. A living, breathing document for novices and experienced professionals.”

“The **speakers really know employment law** and do a beautiful job explaining complicated subject matter in an **easy-to-understand** way. You can tell that a great deal of work went into designing this presentation.”

“Up-to-date, relevant ‘real life’ presentation.”

“A great program for those nonprofit professionals who have “stumbled” into HR.”

“The presentation was **thorough but not overwhelming**, and we left with a comprehensive course book to refer back to.”

Board of Directors

Chairman

Mark Nordstrom
Advisory Counsel Labor and Employment Law, Retired
General Electric Company

Vice Chairman

Peter A. Gutermann
Formerly Vice President, Global Ethics and Compliance
United Technologies Corporation

Vice Chairman

John M. Liftin
Fried, Frank, Harris, Shriver & Jacobson LLP
(Formerly General Counsel and Managing Director,
D. E. Shaw & Co., L.P.)

President

John L. Sander
Jackson Lewis P.C.
(Formerly VP and Associate General Counsel,
Merck & Co., Inc.)

Vice President and Secretary

William L. Ellis, Jr.
Senior Vice President, General Counsel and Secretary,
Retired
Diageo North America, Inc.

Vice President and Treasurer

David Yawman
Senior Vice President and General Counsel
PepsiCo Americas Beverages & Quaker Foods North America

Eric I Cohen
Senior Vice President, Secretary and General Counsel
Terex Corporation

Lauran D'Alessio
Vice President and Assistant General Counsel,
Corporate Transactions
Merck & Co., Inc.

Brackett B. Denniston, III
Goodwin Proctor LLP
(Formerly Senior Vice President and General Counsel,
General Electric Company)

Burt Fealing
Executive Vice President,
General Counsel and Corporate Secretary
Southwire Company

Frank R. Jimenez
Vice President and General Counsel
Raytheon Company

Rady Johnson
Executive Vice President, Chief Compliance and Risk Officer
Pfizer, Inc.

Ann M. Kappler
Deputy General Counsel and Head of External Affairs
Prudential Financial

Anahaita Kotval
Executive Director
Lifting Up Westchester

Raja Maharajh
Vice President and General Counsel
Pratt & Whitney

Shawn A. Miles
Executive Vice President, Public Policy
MasterCard Worldwide

Jonathan Mothner
Executive Vice President, General Counsel and Secretary
Synchrony Financial

Edward J. Sebold
Vice President and Assistant General Counsel
IBM Corporation

Paul Stevelman
Head of NatWest Markets, US

Richard H. Walker
Vice Chairman, Retired
Deutsche Bank AG

Director Emeritus

Ben W. Heineman, Jr.
Distinguished Senior Fellow, Program on the Legal Profession
Harvard Law School

Program Staff/Contact

Executive Director

Marcia Levy, Esq.

New Jersey Office

300 Lanidex Plaza
Suite 3202
Parsippany, NJ 07054
973-240-6955

Nancy Eberhardt, Esq.
Program Director

Christine Michelle Duffy, Esq.
Senior Staff Attorney

Kent E. Hansen, Esq.
Senior Staff Attorney

New York Office (includes Fairfield County, CT)

237 Mamaroneck Avenue
Suite 300
White Plains, NY 10605
914-328-0674

Maurice K. Segall, Esq.
Program Director

Kristen Centre, Esq.
Staff Attorney

Jennifer Grudnowski, Esq.
Senior Staff Attorney

Judy Siegel, Esq.
Staff Attorney

Long Island Office

Touro Public Advocacy Center
225 Eastview Drive
Central Islip, NY 11722
631-650-2312

Melissa Greenberger, Esq.
Staff Attorney

Connecticut Office

280 Trumbull Street
28th Floor
Hartford, CT 06103
860-541-4951

Priya S. Morganstern, Esq.
Program Director