

PROBONO[®]

P A R T N E R S H I P



Volunteer Lawyers Strengthening
Nonprofits & Our Communities

2019 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:** Thursday, September 26 and Wednesday, October 30, 2019
7:30 a.m. – 4:30 p.m.
14 hours over two days
Sessions start promptly at 8 a.m. each day
- Where:** Prudential's Woodbridge Learning Center
200 Wood Avenue South, **Iselin, NJ** 08830
- Register Today:**

- \$150.00 nonrefundable fee
- A light breakfast, lunch, and refreshments will be served
- Attendees receive a 400-page, up-to-date course book
- Register at <http://bit.ly/2x6VYg4>

NOTE: Registration closes August 30, 2019, and space is limited.

THANK YOU TO OUR SPONSORS:

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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 Land Mines & The Bottom Line

HRCI and SHRM Credits will be available.

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 with over 900 attorneys in 58 offices throughout the country 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.

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 and 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.

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.

Presenters

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 received a J.D. degree from the University of Missouri School of Law and a B.B.A. degree in Public Accounting from Pace University.

Amanda E. Miller is an Associate in the Morristown, NJ office of Jackson Lewis. Amanda's practice focuses on employment litigation for management exclusively, as well as providing preventative advice and counseling. Amanda's litigation practice includes the representation of employers in a wide-range of legal issues, including claims relating to wrongful termination; discrimination on the basis of gender, age, race, religion, and disability; sexual harassment; retaliation; and CEPA (whistleblower) violations. In addition to litigation, Amanda has conducted numerous internal investigations into allegations of potential civil and criminal violations in the workplace. Amanda has served as Special Labor Counsel to municipalities, advising clients regarding day-to-day employment issues, such as discipline, discharge, and employee leave entitlement, and also providing training programs on sexual harassment and discrimination in the workplace.



While attending law school, Amanda was an active member of the Dispute Resolution Society, where Amanda competed in national interscholastic competitions in mediation, negotiation, arbitration, and client counseling. Following law school, Amanda served as a Law Clerk for the Honorable Paul W. Armstrong of the Superior Court of New Jersey. Amanda received a J.D. degree from Seton Hall University School of Law and a B.A. degree from the University of Connecticut.

Presenters

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 New Jersey Program Director at Pro Bono Partnership. Christine has over 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). 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

Prudential Financial has helped individual and institutional customers grow and protect their wealth for more than 140 years. Prudential Financial is known for delivering on its promises to its customers and is recognized as a trusted brand and one of the world's most admired companies. The *New Jersey Law Journal* recognized the Prudential Financial Law Department as its 2019 Legal Department of the Year for Diversity.

David Beal is Vice President and Corporate Counsel with the Employment and Labor Law Department of The Prudential Insurance Company of America. David provides counseling and training to internal human resource and management clients regarding compliance with all federal and state employment and labor laws, including laws relating to workplace discrimination, harassment, and retaliation; wage and hour laws; the National Labor Relations Act; the Americans with Disabilities Act; family, medical, and paid sick leave laws; laws applicable to federal contractors, credit and criminal background checks, and drug testing; and laws relating to restrictive covenants. David also provides advice with respect to best practices relating to workplace reorganizations, diversity and inclusion initiatives, and contingent workforce management. David has conducted dozens of fact-sensitive and intensive inquiries into allegations of discrimination, harassment, whistleblowing, retaliation, ethical violations, wage and hour law violations, and violations of company policies.



Prior to joining Prudential, David was in private practice in the labor and employment law department of McElroy, Deutsch, Mulvaney & Carpenter, where David represented companies in all aspects of federal and state litigation, including extensive dispositive motion practice, trial preparation, and trial. With that firm, David gained extensive experience investigating employment-related complaints alleging violations of employment and labor laws on behalf of financial services, insurance, pharmaceutical/medical, and municipal clients. David received a J.D. degree from Rutgers University School of Law and a B.A. degree from Union College.

Vincent P. Browne is the Chief Legal Officer, Employment and Labor, for The Prudential Insurance Company of America. Vince is responsible for the Employment and Labor, ERISA, Employee Benefits, Immigration, Equality and Affirmative Action, and Operations & Services law functions for Prudential and its various businesses. Prior to joining Prudential, Vince was Senior Deputy General Counsel and Managing Director at UBS, where Vince was the Head of Employment Law for the UBS Wealth Management Americas Division and a member of the Management Committee of the Global Employment Law Department. Vince was the only member of the UBS Legal and Compliance Division to receive the Ed Connelly Award for outstanding leadership at UBS.



Immediately prior to joining UBS, Vince was a partner in the labor and employment law department of Carpenter, Bennett & Morrissey (now part of McElroy, Deutsch, Mulvaney & Carpenter). Vince represented employers in all matters arising out of the employment relationship, particularly in defending discrimination cases involving race,

Presenters (continued)

national origin, sex, age, and disability under Title VII, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, as well as cases involving the Family and Medical Leave Act and various other federal, state, and local laws. Vince also has extensive experience in wage-and-hour class action litigation and representing employers in other types of employment litigation, including actions to enforce anti-compete, trade secret, and confidentiality agreements against former employees and actions involving common law tort claims. Vince also is a seasoned employment law counselor and trainer. Vince received a J.D. degree from the University of Pennsylvania School of Law and a B.A. degree in Economics and Political Science from Rutgers College.

Paula M. Castaldo is Vice President and Corporate Counsel with the Employment and Labor Law Department of The Prudential Insurance Company of America. Paula provides counseling and training to internal human resource and management clients regarding compliance with all federal and state employment and labor laws, including laws relating to workplace discrimination, harassment, and retaliation; wage and hour laws; the National Labor Relations Act; the Americans with Disabilities Act; family and medical leave laws; laws applicable to federal contractors; and laws relating to restrictive covenants. Paula also provides advice with respect to best practices relating to workplace reorganizations, diversity and inclusion initiatives, and contingent workforce management.



Prior to joining Prudential, Paula was a partner in the labor and employment law department of McElroy, Deutsch, Mulvaney & Carpenter. Paula served on the Board of Trustees of Court Appointed Special Advocates of Morris and Sussex Counties, a nonprofit child advocacy organization, from 2007 to 2014. Paula received a J.D. degree from Harvard Law School and B.A. (Psychology) and B.S. (Economics) degrees from the University of Pennsylvania.

Maxiel L. Gomez is a lawyer with the Employment and Labor Law Department of The Prudential Insurance Company of America and Director of Employment Law Investigations. Maxiel conducts investigations into complaints of a wide array of issues, including complaints relating to workplace harassment, discrimination, retaliation, and wage and hour disputes. Maxiel also provides counseling to internal human resource and management clients regarding compliance with federal and state employment and labor laws, including laws relating to workplace discrimination, harassment, accommodations, and family and medical leaves.



Prior to joining Prudential, Maxiel was a partner in the labor and employment practice group of Pashman Stein Walder Hayden. Maxiel has extensive experience representing clients before state and federal courts, as well as state administrative agencies, in employment litigation involving wage and hour disputes, harassment, discrimination, retaliation, and family and medical leave claims. Maxiel served as a Law Clerk for the Honorable Robert A. Coggan of the Superior Court of New Jersey. Maxiel also served on the Board of Trustees for Rutgers University School of Law-Newark from 2008 to 2018. Maxiel received a J.D. degree from Rutgers University School of Law-Newark and B.A. degree from Boston University.

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.”