

# Health Care Service Firm 201

## Employment Law Basics:

### What Every Employer Needs to Know



**PROGRAM DESCRIPTION:** This course is the second in a series planned to support and educate the owners and management staff of Health Care Service Firms in NJ. It will outline the key Human Resource components needed to support and comply with the employer responsibilities of your organization. Do you have questions about policies and procedures, record keeping and retention, performance evaluations, hiring and firing tactics, wage & hour laws, compliance and more? In addition, you will receive valuable resources, websites, and advice on building a solid Human Resource Department.

#### **WORKSHOP DATE**

February 22, 2012

#### **REGISTRATION**

9:00AM- 9:30AM

#### **PROGRAM**

9:30AM- 12:00PM

#### **LOCATION**

Home Care Association of NJ  
485D Route 1 South, Suite 210  
Iselin, NJ 08830

#### **SPONSORED BY:**



*The Catalyst for Excellence  
In Home Care & Hospice*

#### **TARGET AUDIENCE:**

Health Care Service Firm Owners, Directors,  
Managers, Personnel Managers, Supervisory Staff

#### **OBJECTIVES:**

- Identify reasons for adopting sound HR policies and procedures.
- Cite Federal and State employment regulations relative to operating a Health Care Service Firm.
- Define the wage & hour laws and operating procedures needed to comply with NJ & Federal Labor Laws.
- Formulate a list of essential Human Resource policies and documents.

#### **SPEAKERS:**

**Matthew M. Collins, Esquire- Member**  
Employment Law  
Brach Eichler L.L.C.

**Donna Weiss- Director of Operations & Finance**  
Home Care Association of NJ



# Health Care Service Firm 201

## Employment Law Basics: What Every Employer Needs to Know

February 22, 2012 9:00 AM- 12:00 PM

### REGISTRATION FEES:

- Member of Home Care Association of NJ: \$130.00
- Non-Members: \$299.00

**Registration confirmation will be sent only to those providing a valid email address.** Registration fees will be refunded only if written cancellation is received by **January 25, 2012**. Cancellation requests should be emailed to [donna@homecarenj.org](mailto:donna@homecarenj.org). Registrants unable to attend may send an alternate if Home Care Association of NJ is notified in advance. In the event of a written cancellation, Home Care Association of NJ will retain 25% of the initial fee for administrative costs. There will be a \$25 service charge on all returned checks. For more information or if you require special accommodations please call 732-877-1100 or email [karen@homecarenj.org](mailto:karen@homecarenj.org). The sponsors reserve the right to cancel or modify any workshop listed herein for any reason without advanced notice. **Registrations must be received in writing. For non-members, registrations will not be accepted without payment.**

Name & Credentials: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

E-mail Address (please print legibly): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PAYMENT INFORMATION:

Total Amount Due: \$ \_\_\_\_\_

Check # \_\_\_\_\_ (make checks payable to: Home Care Association of NJ)

Credit Card:                       Visa                       MasterCard                       American Express

Credit Card Number: \_\_\_\_\_ CVV # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Name (as it appears on card): \_\_\_\_\_

Address (of cardholder): \_\_\_\_\_

Signature (required): \_\_\_\_\_

Fax completed registrations to (732) 877-1101 or mail with payment to: Home Care Association of NJ, 485D Route 1 South, Suite 210, Iselin, NJ 08830. For questions please contact Karen Noll at [karen@homecarenj.org](mailto:karen@homecarenj.org).