



## 4<sup>th</sup> Annual Employment Seminar

The Iowa State Bar Association  
625 East Court Ave, Des Moines, IA  
Wednesday, June 5, 2019

### SCHEDULE

<b>12:00-12:30 PM</b>	<b>Registration and Lunch</b> – <i>Catering by Trellis Café</i>
<b>12:30-1:00 PM</b>	<b>Onboarding Basics</b> - Hugh Cain Application and interview tips, information about Veterans' preference, and post-employment medical exams.
<b>1:00-1:30 PM</b>	<b>I-9 Forms</b> - Brent Hinders Learn about how to properly complete employee I-9s, what to do when audited, and how to avoid fines and other penalties.
<b>1:30-2:00 PM</b>	<b>Employee Classification Issues</b> - Eric Updegraff Federal pay issues, FLSA exempt & non-exempt job descriptions, and why it's important to have complete and accurate job descriptions.
<b>2:00-2:30 PM</b>	<b>Iowa Payroll Law &amp; The Equal Pay Act</b> - Hugh Cain Iowa's wage payment laws under Chapters 91A and 91B, payment schedule, deductions, and recordkeeping requirements.
<b>2:30-3:00 PM</b>	<b>BREAK</b>
<b>3:00-3:30PM</b>	<b>Workers' Compensation Coverage</b> - Matt Grotnes What you need to know about workers' compensation coverage and how to process workers' compensation claims if one of your employees is injured on the job.
<b>3:30-4:00 PM</b>	<b>Social Media &amp; Background Checks</b> - Brent Hinders/Eric Updegraff How social media affects background checks and gathering information about prospective and current employees.
<b>4:00-4:30 PM</b>	<b>Round Table Discussion</b> Our presenting attorneys are here to answer your questions and discuss hypothetical situations that you may encounter on the job.
<b>4:30-7:00 PM</b>	<b>Private Reception at Della Viti, 425 East Grand Avenue</b> Please join us for a private reception at Della Viti wine bar located at 425 E Grand Avenue, Des Moines, Iowa.