

THE CASTLE SEMINAR EXPERIENCE

with RICHARD SIMMONS

IN-PERSON OR VIRTUAL

(in Pasadena Area) • • • (from anywhere)

WAGE AND HOUR LAWS

March 14, 2023

In-Person Or Live Broadcast

**Features New 2023 Edition
Of The Wage And Hour Manual**

**Meal Period, PAGA, Paid Leave,
Overtime & Exemption Rules**

Course Faculty

Richard J. Simmons &
Tyler J. Johnson, Attorneys
Sheppard, Mullin, Richter & Hampton LLP

EMPLOYMENT DISCRIMINATION AND EMPLOYEE RELATIONS LAWS

March 15, 2023

In-Person Or Live Broadcast

**Includes 13th Edition
Of The Discrimination Law Manual**

**Harassment, Hiring, FEHA
and ADA Standards**

Course Faculty

Richard J. Simmons &
Hilary A. Habib, Attorneys
Sheppard, Mullin, Richter & Hampton LLP

EMPLOYEE HANDBOOK AND PERSONNEL POLICIES

March 21, 2023

In-Person Or Live Broadcast

**Features 16th Edition &
Over 460 Sample Policies**

**Privacy, Leaves Of Absence and
Essential Personnel Policies**

Course Faculty

Richard J. Simmons &
Nora Stilestein, Attorneys
Sheppard, Mullin, Richter & Hampton LLP

**Attendance At One, Two,
Or All Three Programs Is
Extremely Valuable For:**

- Human Resource Officials
- Personnel Directors
- Payroll Professionals
- Employee Relations Officials
- Attorneys
- Benefit Managers
- Compensation Managers
- Administrators
- Supervisors
- Accounting Personnel
- Corporate Counsel
- Office Managers



These activities have been approved
for MCLE credit in the amount of 6 hours
by the State Bar of California.

Castle Publications is a SHRM, HRCI and
APA approved provider for recertification
credit. Each program is valid for 6 credit
hours. See inside for more details.

Wage And Hour Laws

New Rules and Cases

Employment Discrimination And Employee Relations Laws

New Cases, Rules & Laws

Employee Handbook And Personnel Policies

Sample Updated Policies

Choose Any Of These One-Day Programs Or Take Advantage Of The Discount And Attend Two Or Three Days

Castle Publications is pleased to announce that the upcoming seminar series will be presented in person as well as via a live broadcast. Attendees at Castle's programs will see and hear Attorney Richard J. Simmons, one of the nation's most highly sought-after speakers and authors on employment law. Showcasing his energetic presentation style, Mr. Simmons will present the upcoming series while featuring his invaluable Manuals as the program texts for each of the three seminars.

Each of the programs is designed to provide a meaningful examination of the **state and federal laws** in their respective areas, as well as many practical concerns. Particular attention will be devoted to areas of frequent concern to California employers and common pitfalls that have resulted in significant employer liabilities. The programs are intended to show employers **HOW TO** avoid, limit, and eliminate liabilities. Along with the extensive course materials (provided to all registrants), the programs will enable employers to understand what the laws require and how to comply.

Speakers

The speakers are expert attorneys in the field of employment law. They have lectured to thousands of individuals in California and across the country. Simmons' **Wage And Hour Manual For California Employers** is generally regarded as the best resource in its field and has been used by courts, Deputy Labor Commissioners and offices of the California Division of Labor Standards Enforcement. Simmons' **Employment Discrimination And EEO Practice Manual For California Employers** surveys the California and federal discrimination laws.

Comments By Those Attending Our Recent Programs

- "I've gone to Castle events for the past five years and it's propelled my career."
- "I have attended Richard's seminars for over 2 decades...he's my labor law expert!"
- "Best meetings I've ever attended on these subjects - practical, appropriate, what we as employers need for California compliance."
- "I really like the fact that cases are discussed and explained. Great examples! Makes it easier to understand law."
- "This seminar exceeded my expectations! Relevant, current and presented clearly and thoroughly."
- "Excellent! The best programs I have ever attended on employment and wage and hour laws."
- "Really helpful. I anticipate the information will save our firm money!"
- "Richard Simmons made these subjects fun!"
- "Must commend you on your Wage and Hour Manual. Could not conduct personnel office without it."
- "Richard Simmons' energy level maintains our interest and enables one to assimilate this amount of information."
- "The best seminar I have attended! Very comprehensive, concise, and interesting."
- "Received many answers to questions which have been a problem in our business."
- "I live and die by these manuals – they are the best investment a business can make!!"
- "Without a doubt, the best program I have attended this year. In every sense, a superior program."
- "Very well organized and detailed. Great presentation of material."
- "Richard's workshops are the best! Entertaining! Wish I had him in traffic school."
- "I found this meeting to be enlightening – informative as well as entertaining."
- "Richard Simmons was an exceptional presenter and I have seen many."

2023 Wage And Hour Laws

March 14, 2023

In-Person Or Live Broadcast

This program will address the California and federal wage and hour laws, including changes and developments in the field. It is a unique one-day seminar that employers, HR officials, controllers, attorneys, payroll professionals, accountants, consultants and supervisors attend each year. This year attendees will receive a copy of the **New 2023 Wage And Hour Manual For California Employers (over 1,050 pages)** by Attorney Richard J. Simmons. The book is widely recognized as the best resource on the topic. It has been cited by courts and enforcement agencies as an authoritative text.

Among the many subjects that will be discussed in the program are the following:

- Private Attorneys General Act (PAGA) and the rising trends in Class Action Lawsuits
- Time rounding issues and cases
- The **Dynamex** Case and legislation - The new analysis and exemptions for independent contractors
- New DOL rules on regular rate of pay
- Supreme Court decisions on bonuses, timekeeping rules and the *de minimis* doctrine
- Meal and rest period rules - Landmark decisions
- Overtime, flexible scheduling, exemption, and comp time standards
- Hours worked rules
- Labor Commission Rules - Travel Time, Wage Payment Requirements
- Class action litigation
- Sick leave statutes
- Federal exemptions - status of changes
- State overtime rules
- Pyramiding Overtime
- Consequences of minimum wage increases and new decisions
- Government employer coverage under FLSA
- Flexible Scheduling Techniques - New Rules
- 10-Hour Shifts, 12-Hour Shifts and 9/80 Schedules
- Pay stub and itemized wage statement issues
- 4 and 4-1/2 Day Weeks
- Make-Up Time Rules and Forms
- Payday Rules
- Expense reimbursements
- Vacation Benefits
- Waiting time penalties - payments on termination of employment
- Relationships with volunteers and trainees
- Exemptions for executive, administrative, professional, and outside sales employees
- Salary level and salary basis tests
- Audits and inspections by State Labor Commissioner and Federal Wage and Hour Division
- Reimbursement and indemnification rules
- Recent court decisions - major cases affecting all California employers
- Kin-Care Rules
- Off-The-Clock Work Issues - Time Shaving
- Severance pay issues
- Sales representative rules
- Reporting time pay
- Government contractor laws
- Liquidated damages rules
- New Labor Code changes
- Uniform requirements
- Wage payment rules
- Record-keeping and timekeeping requirements
- Child labor
- Wage Theft Prevention Act
- Legislative activity
- Bonuses and commissions
- Holiday pay
- Final Pay requirements
- Shift differentials
- Questions and answers

Includes

New 2023 Edition Of The Wage And Hour Manual

New Meal & Rest Period Developments — Naranjo, Ferra, and Donohue Decisions

Private Attorneys General Act (PAGA)

Dynamex - The ABC Test

Sick Pay

Dart Container - Bonuses & Overtime

AB 60 - Overtime Rules

Hot Issues

New Exemption Developments

2023 Legislation

Minimum Wage Changes

Groundbreaking Decisions

Vacation Pay

The American Payroll Association has approved this activity for 6.0 credit hours toward CPP and FPC certifications.

The HR Certification Institute has pre-approved this activity for 6 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ certifications.

As a recognized SHRM approved provider, this program is valid for 6 PDCs for the SHRM-CPSMSM or SHRM-SCPSMSM.

Those unable to attend this program may order the Wage And Hour Manual For California Employers at www.castlepublications.com.

2023 Employment Discrimination And Employee Relations Laws

March 15, 2023

In-Person Or Live Broadcast

This seminar is designed to guide participants through the ever-changing maze of state and federal employment discrimination laws. The program is attended by HR professionals, personnel specialists, attorneys, owners, supervisors and other management officials. Registrants will receive a copy of Richard J. Simmons' **Employment Discrimination And EEO Practice Manual For California Employers (over 880 pages)**. This is the first work of its kind – a one-stop desk reference to state and federal EEO, employment discrimination, anti-harassment, and record retention laws affecting California employers.

The program will also examine other personnel laws and issues of significance to California employers. The rapidly developing laws addressing **disability discrimination, reasonable accommodation, harassment, retaliation, pregnancy discrimination, "wrongful discharge" and "unfair termination"** of employees will be examined. Simmons' book provides a detailed review of the means by which employers can **AVOID LIABILITIES** in this area. Employers have been found liable for millions of dollars in damages for wrongfully terminating employees.

The course will also present a review of questions that can be asked in **interviews and applications**, and how to treat employees on **pregnancy** and **workers' compensation leaves of absence**.

Among the many subjects that will be discussed in the program are the following:

- US Supreme Court decisions defining the scope of Federal Anti-Discrimination Laws
- New amendments to California laws
- Pre-employment inquiries in interviews and applications and "Ban The Box" Rules
- Rules on punitive, exemplary, and emotional distress damages
- Sexual harassment – recent changes to the law and training rules
- Salary history rules
- Pregnancy leave regulations, transfer rules, and notification obligations
- California Civil Rights Council developments and FEHC regulations
- Disability discrimination – New state rules, decisions defining covered "disabilities" and employer obligations
- Wrongful termination – employer pitfalls, safeguards, and defensive practices
- Complaint procedures – liabilities and remedies
- Age discrimination – new issues – jury trials – liabilities
- Americans With Disabilities Act and EEOC Guidance
- Older Workers Benefit Protection Act and Regulations
- Impact of California's Marijuana Legalization Reforms
- State law protections for employees with alcohol and drug addictions
- Reasonable accommodations and the interactive process
- Sexual preference, orientation and gender identity
- Equal Pay Laws
- English-only rules and updated regulations
- Dress and grooming standards
- Pre-employment inquiries interviews and applications
- Mental disability rules – scope of protection for mental disorders, alcoholism, and drug addiction
- Workers' compensation leaves of absence – job retention rights – continuation of benefits and insurance – duration of leaves
- Immigration concerns of employers
- Emotional distress claims
- New Gender Expression and Identity Protections
- Hiring practices
- Defending cases before the EEOC and CRD
- Genetic Information Nondiscrimination Act (GINA)
- Defenses and strategies
- Common pitfalls and areas of exposure
- Inspection of personnel files
- Disciplinary action and interviews
- Defamation issues and recent amendments
- Blacklisting and misrepresentation laws
- Communication skills rules
- Telecommuting and work-from-home accommodations
- Other significant issues
- Questions and answers

Includes

**13th Edition Of
The Employment Discrimination
And EEO Practice Manual
For California Employers**

**FEHA Changes
Sexual Harassment And Bullying
- The New Perspective**

**Pregnancy And
Disability Rules**

**Workers' Comp
Leaves Of Absence**

"Ban The Box" Rules

Wrongful Termination

ADA Update

The HR Certification Institute has pre-approved this activity for 6 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ certifications.

As a recognized SHRM approved provider, this program is valid for 6 PDCs for the SHRM-CPSMSM or SHRM-SCPSMSM.

Those unable to attend this program may order the

Employment Discrimination And EEO Practice Manual For California Employers at www.castlepublications.com.

2023 Employee Handbook And Personnel Policies

March 21, 2023

In-Person Or Live Broadcast

The Employee Handbook and Personnel Policies Program will feature Richard Simmons' popular desk reference, the **Employee Handbook And Personnel Policies Manual**. It provides a unique examination of the state and federal laws that regulate personnel policies and employee handbooks. Mr. Simmons will discuss sample policies that can be of enormous value to employers in their efforts to avoid and defend **wrongful discharge, leave of absence, discrimination, wage-hour** and other claims.

Handbooks and personnel policies are viewed as legal documents. Most experts feel they are necessary. Yet, they create **contractual** and other **legal obligations**. In addition, because they are often introduced as evidence in legal disputes, it is essential that they be well drafted.

This seminar will examine the legal and practical issues associated with employee handbooks. It will discuss the proper approach to drafting policies that will **implement employers' objectives while safeguarding their interests**. The program text includes **more than 460 sample policies**, including policies on **termination, progressive discipline, at-will employment, teleworking, cell phones, vacation benefits, sick pay, leaves of absence, social media, reference requests, and performance evaluations**, among others.

You will not want to miss this invaluable workshop. The **Employee Handbook And Personnel Policies Manual (over 800 pages)** is an indispensable resource that has received national acclaim and is valuable for employers in all industries.

Among the many subjects that will be discussed in the program are the following:

- The Essential Policies
- Family and Medical Leaves
- Benefit disclaimers
- California's Paid Family Leave Law
- Progressive and corrective discipline policies
- The role and use of at-will statements
- Meal and rest period policies reflecting new standards
- Drafting time off and leave of absence policies based on changes
- Organ and Bone Marrow Donor Leaves
- Desk and locker inspection policies
- Workplace security and violence prevention
- Laws regulating employee handbooks and personnel policies
- New sick leave and vacation policies
- Advantages and disadvantages of handbooks
- Sanitizing policies of harmful statements
- Electronic communications policies
- COBRA policies
- Contract issues and disclaimers
- Right to revise and modify policies
- Probationary, introductory and orientation periods
- Format and style
- Grievance procedures
- Multi-state employers
- Drug and alcohol screening, detection and prohibition policies
- Termination for cause vs. at will
- Social media policies
- Over 20 kinds of protected time off
- Policies prohibiting sexual harassment, retaliation and other types of unlawful harassment
- Changes to existing policies — if, when, and how you can implement changes
- Wage and hour and employment discrimination issues
- Arbitration Provisions
- Medical leave of absence policies — pregnancy, work-related, and nonoccupational disability leaves
- Employee classifications — full-time, part-time, temporary, per-diem, and others
- Independent contractors
- Cell phone and expense reimbursements
- Employee benefit requirements, descriptions, and guidelines
- Holiday and paid time off benefits
- Severance pay and pay in lieu of notice
- Voicemail and computer access policies
- Payroll and compensation policies - compensatory time off policies
- Standards of conduct
- State-of-mind disciplinary offenses
- Acknowledgement of receipt forms
- Reference request policies and releases
- Conflict of interest and confidentiality policies
- Questions and answers

Includes

**16th Edition Of
The Employee Handbook And
Personnel Policies Manual**

Social Media Policies

Leave Of Absence Laws

**Sick Pay, Family Leave
And Other Developments**

Safety And Health Policies

Internet Policies

Benefits

**Text Includes Over 460
Sample Personnel Policies**

The HR Certification Institute has pre-approved this activity for 6 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ certifications.

As a recognized SHRM approved provider, this program is valid for 6 PDCs for the SHRM-CPSMSM or SHRM-SCPSMSM.

Those unable to attend this program may order the Employee Handbook And Personnel Policies Manual at www.castlepublications.com.

New 2023 Edition

Updated

Over
1,050
Pages

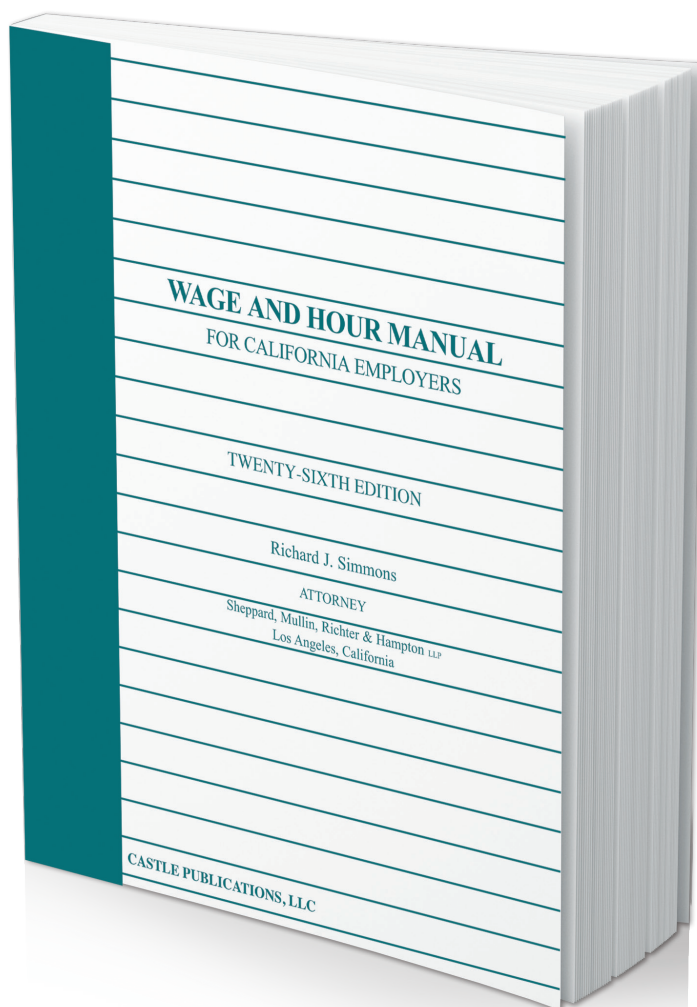
Available Electronically

Wage And Hour Manual For California Employers

The **Wage And Hour Manual For California Employers** by Attorney Richard J. Simmons of Sheppard, Mullin, Richter & Hampton LLP is the most popular publication in its field and applies to all California employers. **It is an essential desk book** for every HR representative, payroll executive, labor relations consultant, employer, and employment attorney in California. It is also a valuable reference manual for all law libraries.

As a one-stop desk reference, the Manual is the best source available on California and Federal Wage and Hour Laws, the FLSA, the Labor Code, the IWC Wage Orders, and Labor Commission Policies. It has been cited with approval by courts and the government for its descriptions of the law. Many HR representatives, payroll executives and attorneys consider the Manual to be their most valuable reference tool. It is a problem-solving text that shows employers how to **avoid common pitfalls resulting in substantial liabilities**. Among the numerous topics addressed are the following:

- Overtime Rules
- Meal and Rest Period Rules & Sanctions
- Sick Pay Law and Kin-Care Rules
- PAGA - The "Sue Your Boss" Law
- Independent Contractors
- Wage Setoff Practices
- Waiting Time Penalties
- California's Wage Orders
- Compensatory Time Off
- New Exemption Standards
- Vacation Pay Rules
- New Statutory Rules
- Wage Theft Prevention Act
- Alternative Scheduling Techniques
 - 12-Hour Shifts
 - 10-Hour Shifts
 - 9/80 Schedules
- Sample Forms and Waivers
- Minimum Wage Requirements
- Uniform and Tool Obligations
- Child Labor Restrictions
- AB 60 Requirements
- Equal Pay Rules
- Payday Rules
- Final Pay Requirements



For more information on all our publications, please visit our website at www.castlepublications.com.

Available Electronically

13th Edition

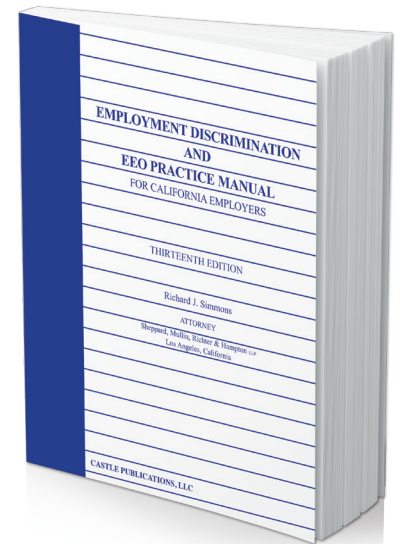
Over
880
Pages

Employment Discrimination And EEO Practice Manual For California Employers

The **Employment Discrimination And EEO Practice Manual For California Employers** by Attorney Richard J. Simmons of Sheppard, Mullin, Richter & Hampton LLP has been used by government enforcement officials as a reference and training manual. It is a complete, non-technical guide to **California and Federal employment discrimination laws**. As a one-stop desk reference showing requirements of laws applicable to California employers, it shows how to comply with applicable laws and the costs of noncompliance.

This Manual is **an essential tool** for every HR representative, payroll executive, labor relations consultant, employment attorney, and EEO coordinator. Among the numerous topics addressed are the following:

- Sexual and Unlawful Harassment Rules
- FEHC Regulations
- Pregnancy Discrimination
- Workers' Comp Leaves
- Defenses
- Complaint Procedures
- Equal Pay Laws
- Medical Information Confidentiality
- English-Only and Fluency Rules
- Americans With Disabilities Act
- Wrongful Termination
- Age Discrimination
- California Laws and FEHA
- Defamation Issues
- Employment Of Aliens
- Sample Policy Against Harassment
- Older Workers Benefit Protection Act
- Liabilities and Remedies
- Disability Discrimination



Also Available — Sample Policies
Product That You Can Edit

16th Edition

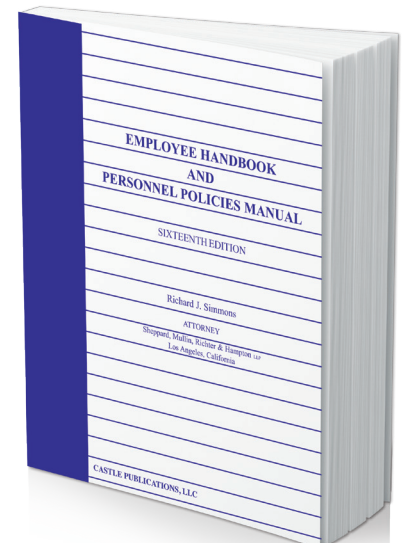
Over
800
Pages

Employee Handbook And Personnel Policies Manual For Employers Throughout The Country

The **Employee Handbook And Personnel Policies Manual** by Attorney Richard J. Simmons of Sheppard, Mullin, Richter & Hampton LLP is the first book of its kind — designed for employers throughout the country. It is a unique publication covering the full range of policies included in personnel handbooks and also a one-stop reference manual for personnel policies with guidance on **how to draft policies and avoid common pitfalls**. It is also an essential reference tool for every HR representative, payroll executive, labor relations consultant, payroll manager, and EEO coordinator.

As an indispensable manual for every human resources and law library, it is **the best guide to personnel policies in the country**. Among the numerous topics addressed are the following:

- Medical Leave Of Absence Policies
- Drug and Alcohol Policies
- Social Media and Networking Policies
- Checklists For Policies
- Employee Classifications
- Progressive Discipline Policies
- Vacation Policies
- Sexual Harassment Policies
- Sample Policies — Over 460
- Grievance Procedures
- Contract Issues
- Employment At Will
- Pregnancy Leave Policies
- COBRA Notice
- Violence Prevention Policies
- Immigration Law Policies
- Family Leave Policies
- Overtime Policies
- Internet and E-mail Policies
- Compensatory Time Off Rules
- Non-Fraternization Policies
- A Broad Array of Leaves Of Absence Policies
- Policies Addressing Privacy Issues
- Right To Modify Policies



Early-Bird Registration Fees* For Employers Group Members



- Registration for the **Wage And Hour Laws Program**, the **Employment Discrimination And Employee Relations Laws Program**, or the **Employee Handbook And Personnel Policies Program** is **\$339** for our one-day program vs. our regular rate of \$399. **A savings of \$60.** Use coupon code **EG60** when registering online. Registration includes the course book described below.
- Registration for **any TWO programs** is \$614. Use coupon code **EG35** when registering online.
- Registration for **all THREE programs** is \$864. Use coupon code **EG35** when registering online.

*Registration fees will increase after February 15, 2023.

Books - Wage And Hour, Employment Discrimination, And Employee Handbook Manuals

- Registration for the 2023 Wage And Hour Laws Program includes a **print copy of Simmons' New 2023 Edition of the Wage And Hour Manual For California Employers.***
- Registration for the 2023 Employment Discrimination And Employee Relations Laws Program includes a **print copy of Simmons' 13th Edition of the Employment Discrimination And EEO Practice Manual For California Employers.***
- Registration for the 2023 Employee Handbook And Personnel Policies Experience includes a **print copy of Simmons' 16th Edition of the Employee Handbook And Personnel Policies Manual.***
- Electronic copies are available for an additional fee.

*If attending virtually, the Print copy of the Manual will be shipped prior to the program date.

In-Person or Live Broadcast

The in-person program will be held at the DoubleTree by Hilton Hotel, 924 West Huntington Drive, Monrovia, CA. If attending virtually, the link for registrants to join the live broadcast will be shared with attendees closer to the event date.

**The programs will commence at 9:00 am PST and conclude at 4:30 pm PST.
There will be two 15-minute breaks and a 60-minute lunch break.**

Refunds and Cancellations

If attending virtually, the Manual for the program will be sent in advance of the program. Seminar refunds (less the full retail price of the Manual, sales tax and shipping) are available for cancellations received by Castle Publications, LLC. five or more days before the day of the program. Registrants who cancel their registrations less than five business days before the program date are responsible for the entire seminar and Manual prices.

Registration and Order Form

Now Conveniently Available:

Register online at: www.castlepublications.com
or complete and mail, fax, or email form below.

2023 Wage And Hour Laws Program and reserve my print copy of the course book.

- ☐ March 14, 2023 - In-Person
- ☐ March 14, 2023 - Live Broadcast

2023 Employment Discrimination And Employee Relations Laws Program and reserve my print copy of the course book.

- ☐ March 15, 2023 - In-Person
- ☐ March 15, 2023 - Live Broadcast

2023 Employee Handbook And Personnel Policies Program and reserve my print copy of the course book.

- ☐ March 21, 2023 - In-Person
- ☐ March 21, 2023 - Live Broadcast

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Electronic copies of the Wage And Hour Manual, Employment Discrimination Manual, and Employee Handbook Manual are also available for this Seminar Series. While each program includes a print copy of the applicable manual, you may choose to swap your print copy for an electronic copy or add an electronic copy for an additional fee. Please see below.

- ____ Please swap my print copy of the **Wage and Hour Manual For California Employers** for an electronic copy for an additional fee of \$49.00.
- ____ Please also send me an electronic copy of the **Wage And Hour Manual For California Employers** for an additional fee of \$99.00.*
- ____ Please swap my print copy of the **Employment Discrimination And EEO Practice Manual For California Employers** for an electronic copy for an additional fee of \$49.00.
- ____ Please also send me an electronic copy of the **Employment Discrimination And EEO Practice Manual For California Employers** for an additional fee of \$99.00.*
- ____ Please swap my print copy of the **Employee Handbook And Personnel Policies Manual** for an electronic copy for an additional fee of \$49.00.
- ____ Please also send me an electronic copy of the **Employee Handbook And Personnel Policies Manual** for an additional fee of \$99.00.*
- ____ Please also send me the **Sample Policies Product** that allows you to edit the policies contained within Chapter 11 of the **Employee Handbook And Personnel Policies Manual** for an additional fee of \$99.00.*

*This is a special price limited to seminar attendees. For the price of electronic or print copies purchased separately, please visit our website.

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